

**AADI LOANS  
OFFER LETTER**



**DG VAISHNAV  
COLLEGE**  
Arumbalam, Chennai - 600 106

Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

## Campus Drive / Candidate Confirmation- Aadiloans

**Marian Inhouse Team** <usl.inhouseteam@gmail.com>  
To: placement@dgvaishnavcollege.edu.in

Tue, Apr 11, 2023 at 2:39 PM

Dear Sir,

Here, we are confirming the below mentioned candidates shortlisted for the post of Management Trainee with fixed cost.

Name - Nishanth D

Cost - 18000 /- Plus 2000 /- (Petrol Allowance)

Name - Navaneeth Ravichandran

Cost - 18000 /- Plus 2000 /- (Petrol Allowance)

Name - Yamini Devi

Cost - 18000 /- Plus 2000 /- (Petrol Allowance)

Name - Barathukumar D

Cost - 18000 /- Plus 2000 /- (Petrol Allowance)

Name - Sangeetha S

Cost - 18000 /- Plus 2000 /- (Petrol Allowance)

Name - Sakthivel V

Cost - 18000 /- Plus 2000 /- (Petrol Allowance)

will release the offer letter to each candidate at the earliest sir

with regards

Marian

98840 98998



**ACCENTURE  
OFFER LETTER**

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

Date: 04/25/2023

Srinath Raju R

C11910457

20-A, Barakka main street, Nammalwarpet, Chennai-600012, Tamil Nadu

9344896885

Dear Srinath Raju R,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 11.0 Apr-2023

1

Candidate's Signature

R. Srinath Raju

Reference Id: f9a01d8f-3bc5-4b58-aebe-291d938b6456\_1  
Signed By: MAHESH VASUDEO ZURALE

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

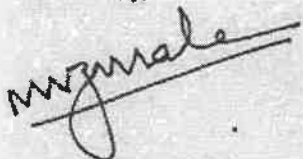
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

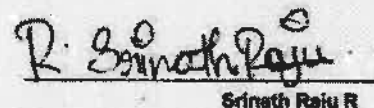
We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

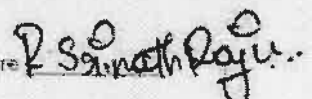


Mahesh Vasudeo Zuraie  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED



Srinath Raju R



**ANNEXURE I**

**COMPENSATION & BENEFITS**

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,00,000/-
<b>(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)</b>	25,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	3,25,500/-
<b>(C)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 14,200/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C)</b>	INR 344700/-
<b>(D)#Additional Discretionary Reimbursements</b>	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
<b>(E)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 4,500/- (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

**(A) Annual Fixed Compensation**

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

**(B) Individual Performance Bonus (IPB)**

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB

programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (if you contribute towards Employee Provident Fund)	Company

**1. Medical:**

a) Medical insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our insurer and is subject to

*R. Srinath Panu...*



review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
  - 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate insurance plan.
2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

##(C) National Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500,00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one-time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

**GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.



## ANNEXURE II

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required

by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

**ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

  
Srinath Raju R

Date: 06/07/2023

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

**CONGRUENT  
OFFER LETTER**



Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

## RE: Congruent Solutions - Date of Joining (May 15, 2023 Onwards)

Selvarajan JA. <selvarajan.ja@cspl.com>

Fri, May 12, 2023 at 2:45 PM

To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

Cc: "Evanjelin S." <evanjelin.s@cspl.com>, Mohammed Hammad NS <mohammedhammad.ns@cspl.com>

Hello Sir,

As discussed over the phone and as communicated earlier, the 41 students we hired through the campus recruitment drive will be onboarded in a phased approach.

The list of 11 students who will be onboarded on May 15, 2023 (Monday) in batch #1 is mentioned below. The remaining students will also be onboarded in a phased manner in the upcoming batches, upon their agreement to the CTC & interest in working in shifts.

S.No	Name	College
1	Chinraj Azhagarsamy	DG Vaishnav College, Arumbakkam, Chennai
2	Dinesh M	DG Vaishnav College, Arumbakkam, Chennai
3	Dinesh Kumar M	DG Vaishnav College, Arumbakkam, Chennai
4	Maharaja C	DG Vaishnav College, Arumbakkam, Chennai
5	Sham Sundar	DG Vaishnav College, Arumbakkam, Chennai
6	Rakshana Arul A	DG Vaishnav College, Arumbakkam, Chennai
7	Lokesh R	DG Vaishnav College, Arumbakkam, Chennai
8	Adarsh P	DG Vaishnav College, Arumbakkam, Chennai
9	Sharmila K	DG Vaishnav College, Arumbakkam, Chennai
10	Thamaraikannan T A	DG Vaishnav College, Arumbakkam, Chennai
11	Dinesh Kumar S	DG Vaishnav College, Arumbakkam, Chennai

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ASHOK  
LEYLAND  
OFFER  
LETTERS



March 29, 2023

Snehaa Srinivasan  
DG Vaishnav College  
Chennai

### LETTER OF APPOINTMENT

Dear **Snehaa Srinivasan**,

It is a pleasure to offer you a position as "HR Trainee" at Ashok Leyland. Our offer letter and terms are enclosed. We look forward to your joining our organization and we are sure that you will find success and happiness at the very beginning of your professional journey.

The duration of your training would be one year from the date of registration of contract, starting from 3<sup>rd</sup> July 2023. We are sure that this would be a highly rewarding learning experience for you and we encourage you to capitalize on the excellent resources and facilities.

Ashok Leyland respects and values its human capital and equally believes in providing opportunity for young talent like you to help you shape your aspirations. During the period of training your performance and progress will be periodically reviewed and these insights shall be used for your career development.

Your appointment with us is subject to successful completion of your Graduation in first class, first attempt.

We expect you to deliver your best and adhere to the standards of conduct as expected of a young professional and abide by the rules and regulations laid down from time to time.

As a company that believes that greatness is achieved only when we step out of our comfort zones, your services are liable to be transferred by the Organisation at its discretion to any of its locations or Associate Organizations.

#### ASHOK LEYLAND LIMITED

Registered & Corporate Office: No. 1, Sardar Patel Road, Guindy, Chennai - 600 032, India | T: +91 44 2220 6000 | F: +91 44 2220 6001  
CIN: L34101TN1945PLC000105 | [www.ashokleyland.com](http://www.ashokleyland.com)



HINDUJA GROUP



Snehaa Srinivasan

ANNEXURE – A

**COMPENSATION DETAILS**

Name	Snehaa Srinivasan	
Designation	HR Trainee	
<b>SALARY COMPONENTS</b>		<b>In INR</b>
<b>MONTHLY BENEFITS</b>		
Stipend	:	20,000.00
House Rent Allowance	:	4,500.00
Special Allowance	:	6,433.33
Monthly Total		<b>30,933.33</b>
Annualized Sub Total - A	:	<b>3,71,200.00</b>
Provident Fund	:	<b>28,800.00</b>
<b>Total Cost to Company (A+B)</b>		<b>4,00,000.00</b>

**Absorption**

On successful completion of training you may, at the discretion of the management, be absorbed as Deputy Manager with CTC of Rs. 6.00 Lakhs per Annum.

Please sign and return the duplicate of this letter in token of your acceptance.

We welcome you to Ashok Leyland and extend our best wishes to you.

*R. Anandan*

R Anandan  
GM- Corporate HR

**ACKNOWLEDGEMENT**

I hereby accept the offer of employment from the Company and undertake to abide by the terms and conditions set forth above and in the Annexures (A & B) to this Letter of Appointment. The letter of appointment is a confidential document between you and the Organisation, and should not be disclosed.

Signature: *Snehaa Srinivasan*

Date: 30.03.2023

**ASHOK LEYLAND LIMITED**

Registered & Corporate Office: No.1, Sardar Patel Road, Guindy, Chennai - 600 032, India | T : +91 44 2220 6000 | F : +91 44 2220 6001  
CIN - L34101TN1948PLC000105 | www.ashokleyland.com



HINDUJA GROUP



**Snehaa Srinivasan**

**ANNEXURE - B**

Your appointment with us is subject to medical fitness. You will undergo a medical examination with our PEME (Pre-Employment Medical Examination) agency (TRIOPHS) who will get in touch with you to complete the process.

Please report to **Mr. Adithiya Venkataraman, AGM – Corporate HR**, at our:

Ashok Leyland Corporate Office  
No 1, Sardar Patel Road, Guindy  
Chennai 600032

Request you to carry photo copies of 2 sets of the following documents along with originals for our records:

- I. Proof of age (SSLC or equivalent certificate)
- II. Certificates / testimonials of your qualifications - Provisional certificates and Marklists of each semester / year.
- III. 3 copies each of passport and stamp size colour photographs.
- IV. PAN CARD copy and AADHAR CARD

During / at the end of training period, your traineeship is liable for termination by the management without any notice subject to the terms and conditions of the contract executed by you. The contract form referred is attached. This form will have to be filled in and submitted to us at the time of joining.

During the period of your training, you will be eligible for 30 days of leave. Unavailed leave shall lapse at the end of the duration of the training. A Confidentiality and Non-Disclosure Agreement will have to be executed at the time of joining.

Outstation candidate will be reimbursed Bus / Train fare (I class / II AC) travel expense incurred towards joining on submission of relevant bills / vouchers.

**ASHOK LEYLAND LIMITED**

Registered & Corporate Office: No.1, Sardar Patel Road, Guindy, Chennai - 600 032, India | T : +91 44 2220 6000 | F : +91 44 2220 6001  
CIN - L34101TN1946PLC000105 | www.ashokleyland.com



**HINDUJA GROUP**





**ASHOK LEYLAND**

*Koi Manzil Door Nahin*

March 29, 2023

V K Roshan Shiva  
DG Vaishnav College  
Chennai

### LETTER OF APPOINTMENT

Dear V K Roshan Shiva,

It is a pleasure to offer you a position as "HR Trainee" at Ashok Leyland. Our offer letter and terms are enclosed. We look forward to your joining our organization and we are sure that you will find success and happiness at the very beginning of your professional journey.

The duration of your training would be one year from the date of registration of contract, starting from 3<sup>rd</sup> July 2023. We are sure that this would be a highly rewarding learning experience for you and we encourage you to capitalize on the excellent resources and facilities.

Ashok Leyland respects and values its human capital and equally believes in providing opportunity for young talent like you to help you shape your aspirations. During the period of training your performance and progress will be periodically reviewed and these insights shall be used for your career development.

Your appointment with us is subject to successful completion of your Graduation in first class, first attempt.

We expect you to deliver your best and adhere to the standards of conduct as expected of a young professional and abide by the rules and regulations laid down from time to time.

As a company that believes that greatness is achieved only when we step out of our comfort zones, your services are liable to be transferred by the Organisation at its discretion to any of its locations or Associate Organizations.

**ASHOK LEYLAND LIMITED**

Registered & Corporate Office: No.1, Sardar Patel Road, Guindy, Chennai - 600 032, India | T: +91 44 2220 6000 | F: +91 44 2220 6001  
CIN - L34101TN1948PLC000103 | www.ashokleyland.com



V K Roshan Shiva  
ANNEXURE - A

**COMPENSATION DETAILS**

Name	V K Roshan Shiva
Designation	HR Trainee
<b>SALARY COMPONENTS</b>	
<b>MONTHLY BENEFITS</b>	
Stipend	20,000.00
House Rent Allowance	4,500.00
Special Allowance	6,433.33
Monthly Total	<b>30,933.33</b>
Annualized Sub Total - A	<b>3,71,200.00</b>
Provident Fund	28,800.00
<b>Total Cost to Company (A+B)</b>	<b>4,00,000.00</b>

**Absorption**

On successful completion of training you may, at the discretion of the management, be absorbed as Deputy Manager with CTC of Rs. 6.00 Lakhs per Annum.

Please sign and return the duplicate of this letter in token of your acceptance.

We welcome you to Ashok Leyland and extend our best wishes to you.

*R. Anandan*  
R Anandan  
GM- Corporate HR

**ACKNOWLEDGEMENT**

I hereby accept the offer of employment from the Company and undertake to abide by the terms and conditions set forth above and in the Annexures (A & B) to this Letter of Appointment. The letter of appointment is a confidential document between you and the Organisation, and should not be disclosed.

Signature: *V.K. Roshan Shiva*

Date: 30.3.2023

**ASHOK LEYLAND LIMITED**

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CIN : L94101TN1948PLC000105 | www.ashokleyland.com



V K Roshan Shiva

**ANNEXURE - B**

Your appointment with us is subject to medical fitness. You will undergo a medical examination with our PEME (Pre-Employment Medical Examination) agency (TRIOPHS) who will get in touch with you to complete the process.

Please report to **Mr. Adithiya Venkataraman, AGM – Corporate HR**, at our:

Ashok Leyland Corporate Office  
No 1, Sardar Patel Road, Guindy  
Chennai 600032

Request you to carry photo copies of 2 sets of the following documents along with originals for our records:

- I. Proof of age (SSLC or equivalent certificate)
- II. Certificates / testimonials of your qualifications - Provisional certificates and Marklists of each semester / year.
- III. 3 copies each of passport and stamp size colour photographs.
- IV. PAN CARD copy and AADHAR CARD

During / at the end of training period, your traineeship is liable for termination by the management without any notice subject to the terms and conditions of the contract executed by you. The contract form referred is attached. This form will have to be filled in and submitted to us at the time of joining.

During the period of your training, you will be eligible for 30 days of leave. Unavailed leave shall lapse at the end of the duration of the training. A Confidentiality and Non-Disclosure Agreement will have to be executed at the time of joining.

Outstation candidate will be reimbursed Bus / Train fare (I class / II AC) travel expense incurred towards joining on submission of relevant bills / vouchers.

**ASHOK LEYLAND LIMITED**

Registered & Corporate Office: No 1, Sardar Patel Road, Guindy, Chennai - 600 032, India | T : +91 44 2220 6000 | F : +91 44 2220 6601  
CIN - L34101TN1948PLC000105 | [www.ashokleyland.com](http://www.ashokleyland.com)



**HINDUJA GROUP**



ASHOK LEYLAND

Koi Manzil Door Nahin

March 29, 2023

Anirudh R  
DG Vaishnav College  
Chennai

### LETTER OF APPOINTMENT

Dear Anirudh R,

It is a pleasure to offer you a position as "HR Trainee" at Ashok Leyland. Our offer letter and terms are enclosed. We look forward to your joining our organization and we are sure that you will find success and happiness at the very beginning of your professional journey.

The duration of your training would be one year from the date of registration of contract, starting from 3<sup>rd</sup> July 2023. We are sure that this would be a highly rewarding learning experience for you and we encourage you to capitalize on the excellent resources and facilities.

Ashok Leyland respects and values its human capital and equally believes in providing opportunity for young talent like you to help you shape your aspirations. During the period of training your performance and progress will be periodically reviewed and these insights shall be used for your career development.

Your appointment with us is subject to successful completion of your Graduation in first class, first attempt.

We expect you to deliver your best and adhere to the standards of conduct as expected of a young professional and abide by the rules and regulations laid down from time to time.

As a company that believes that greatness is achieved only when we step out of our comfort zones, your services are liable to be transferred by the Organisation at its discretion to any of its locations or Associate Organizations.

*Anirudh R*

#### ASHOK LEYLAND LIMITED

Registered & Corporate Office: No.1, Sardar Patel Road, Guindy, Chennai - 600 032, India | T : +91 44 2220 6000 | F : +91 44 2220 6001  
CIN - L34101TN1948PLC000105 | www.ashokleyland.com



HINDUJA GROUP



Anirudh R

ANNEXURE - A

**COMPENSATION DETAILS**

<b>Name</b>	<b>Anirudh R</b>
<b>Designation</b>	<b>HR Trainee</b>
<b>SALARY COMPONENTS</b>	
fn INR	
<b>MONTHLY BENEFITS</b>	
Stipend :	20,000.00
House Rent Allowance :	4,500.00
Special Allowance :	6,433.33
<b>Monthly Total</b>	<b>30,933.33</b>
<b>Annualized Sub Total - A</b> :	<b>3,71,200.00</b>
<b>Provident Fund</b> :	<b>28,800.00</b>
<b>Total Cost to Company (A+B)</b>	<b>4,00,000.00</b>

**Absorption**

On successful completion of training you may, at the discretion of the management, be absorbed as Deputy Manager with CTC of Rs. 6.00 Lakhs per Annum.

Please sign and return the duplicate of this letter in token of your acceptance.

We welcome you to Ashok Leyland and extend our best wishes to you.

*R. Anandan*

**R Anandan  
GM- Corporate HR**

**ACKNOWLEDGEMENT**

I hereby accept the offer of employment from the Company and undertake to abide by the terms and conditions set forth above and in the Annexures (A & B) to this Letter of Appointment. The letter of appointment is a confidential document between you and the Organisation, and should not be disclosed.

Signature: *Anirudh R*

Date: 30/03/2023

**ASHOK LEYLAND LIMITED**  
Registered & Corporate Office: No.1, Sardar Patel Road, Guindy, Chennai - 600 032, India | T : +91 44 2220 6000 | F : +91 44 2220 6001  
CIN - L34101TN1948PLC000105 | www.ashokleyland.com



**Anirudh R**

**ANNEXURE - B**

Your appointment with us is subject to medical fitness. You will undergo a medical examination with our PEME (Pre-Employment Medical Examination) agency (TRIOPHS) who will get in touch with you to complete the process.

Please report to **Mr. Adithiya Venkataraman, AGM – Corporate HR**, at our:

Ashok Leyland Corporate Office  
No 1, Sardar Patel Road, Guindy  
Chennai 600032

Request you to carry photo copies of 2 sets of the following documents along with originals for our records:

- I. Proof of age (SSLC or equivalent certificate)
- II. Certificates / testimonials of your qualifications - Provisional certificates and Marklists of each semester / year.
- III. 3 copies each of passport and stamp size colour photographs.
- IV. PAN CARD copy and AADHAR CARD

During / at the end of training period, your traineeship is liable for termination by the management without any notice subject to the terms and conditions of the contract executed by you. The contract form referred is attached. This form will have to be filled in and submitted to us at the time of joining.

During the period of your training, you will be eligible for 30 days of leave. Unavailed leave shall lapse at the end of the duration of the training. A Confidentiality and Non-Disclosure Agreement will have to be executed at the time of joining.

Outstation candidate will be reimbursed Bus / Train fare (I class / II AC) travel expense incurred towards joining on submission of relevant bills / vouchers.

*Anirudh R*

**ASHOK LEYLAND LIMITED**

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CIN - L34101TN1948PLC000105 | www.ashokleyland.com



HINDUJA GROUP



March 29, 2023

Punitha G  
DG Vaishnav College  
Chennai

### LETTER OF APPOINTMENT

Dear Punitha G,

It is a pleasure to offer you a position as "HR Trainee" at Ashok Leyland. Our offer letter and terms are enclosed. We look forward to your joining our organization and we are sure that you will find success and happiness at the very beginning of your professional journey.

The duration of your training would be one year from the date of registration of contract, starting from 3<sup>rd</sup> July 2023. We are sure that this would be a highly rewarding learning experience for you and we encourage you to capitalize on the excellent resources and facilities.

Ashok Leyland respects and values its human capital and equally believes in providing opportunity for young talent like you to help you shape your aspirations. During the period of training your performance and progress will be periodically reviewed and these insights shall be used for your career development.

Your appointment with us is subject to successful completion of your Graduation in first class, first attempt.

We expect you to deliver your best and adhere to the standards of conduct as expected of a young professional and abide by the rules and regulations laid down from time to time.

As a company that believes that greatness is achieved only when we step out of our comfort zones, your services are liable to be transferred by the Organisation at its discretion to any of its locations or Associate Organizations.

9.82

#### ASHOK LEYLAND LIMITED

Registered & Corporate Office: No. 1, Sardar Patel Road, Guindy, Chennai - 600 032, India | T: +91 44 2220 6000 | F: +91 44 2220 6001  
CIN: L34101TN191NPLC000105 | www.ashokleyland.com







Punitha G  
ANNEXURE - A

COMPENSATION DETAILS

Name	Punitha G
Designation	HR Trainee
<b>SALARY COMPONENTS</b>	
<b>MONTHLY BENEFITS</b>	
Stipend	20,000.00
House Rent Allowance	4,500.00
Special Allowance	6,433.33
Monthly Total	30,933.33
Annualized Sub Total - A	3,71,200.00
Provident Fund	28,800.00
<b>Total Cost to Company (A+B)</b>	<b>4,00,000.00</b>

Absorption

On successful completion of training you may, at the discretion of the management, be absorbed as Deputy Manager with CTC of Rs. 6.00 Lakhs per Annum.

Please sign and return the duplicate of this letter in token of your acceptance

We welcome you to Ashok Leyland and extend our best wishes to you.

R Anandan  
GM- Corporate HR

**ACKNOWLEDGEMENT**

I hereby accept the offer of employment from the Company and undertake to abide by the terms and conditions set forth above and in the Annexures (A & B) to this Letter of Appointment.

The letter of appointment is a confidential document between you and the Organisation, and should not be disclosed.

Signature:

Date 30 03 2023

**ASHOK LEYLAND LIMITED**

Registered & Corporate Office: No.1, Sardar Patel Road, Guindy, Chennai - 600 032, India | T: +91 44 2220 6000 | F: +91 44 2220 6001  
CIN: U34101TN1918P1C000105 | www.ashokleyland.com



HINDUJA GROUP





Punitha G

**ANNEXURE - B**

Your appointment with us is subject to medical fitness. You will undergo a medical examination with our PEME (Pre-Employment Medical Examination) agency (TRIOPHS) who will get in touch with you to complete the process.

Please report to **Mr. Adithiya Venkataraman, AGM – Corporate HR**, at our:

Ashok Leyland Corporate Office  
No 1, Sardar Patel Road, Guindy  
Chennai 600032

Request you to carry photo copies of 2 sets of the following documents along with originals for our records:

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- IV. PAN CARD copy and AADHAR CARD

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During the period of your training, you will be eligible for 30 days of leave. Unavailed leave shall lapse at the end of the duration of the training. A Confidentiality and Non-Disclosure Agreement will have to be executed at the time of joining.

Outstation candidate will be reimbursed Bus / Train fare (I class / II AC) travel expense incurred towards joining on submission of relevant bills / vouchers.

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CIN - L34101TN1948PLC000105 | [www.ashokleyland.com](http://www.ashokleyland.com)



**HINDUJA GROUP**

**BAJAJ CAPITAL  
OFFER  
LETTERS**



**Bajaj Capital Limited**  
[CIN: U67120DL1965PLC004338]  
**Registered Office:** Mezzanine Floor, Bajaj House,  
97, Nehru Place, New Delhi - 110019, India  
**Correspondence Address:** Novus Tower,  
1st Floor (East wing), Plot No. 18, Sector-18,  
Gurugram, Haryana 122015  
email: info@bajajcapital.com  
email: dp@bajajcapital.com\*  
www.bajajcapital.com

PRIVATE & CONFIDENTIAL

**Conditional Pre-Placement Offer Letter**

Date: 03<sup>rd</sup> March, 2023

**Jayan Menon**  
O No. 3/1,  
Aandavar Nagar 2<sup>nd</sup>  
Street,  
Kodambakkam,  
Chennai - 600024

**Dear Jayan Menon,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning In association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies)

We are pleased to extend you an offer for the post of "Officer-Wealth" upon joining BAJAJ CAPITAL subject to your successful completion of the above-mentioned program.

**Selection**

You will be evaluated on various parameters during the program, and you are required to clear all the evaluations to get the final diploma & certifications to become eligible.

Your further absorption in the Organization will be subject to the successful completion of the Diploma program (including NISM certification) and authenticity and correctness of the information, preliminary documents (if any) provided by you about your education, experience, etc.

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

Over 150 offices nationwide | Serving 10,000 investors | Since 1965  
7-Times recipient of CNBC TV 18 Best Financial Services award (Retail) including 2017-18  
Great Place To Work 2012 | The Economic Times Best BFSI Brands 2016

\*For any DP related grievance

www.bajajcapital.com



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[CIN: U67120DL1965PLC004338]  
**Registered Office:** Mezzanine Floor, Bajaj House,  
97, Nehru Place, New Delhi -110019, India  
**Correspondence Address:** Novus Tower,  
1st Floor (East wing), Plot No. 18, Sector-18,  
Gurugram, Haryana 122015  
email: [info@bajajcapital.com](mailto:info@bajajcapital.com)  
email: [dp@bajajcapital.com](mailto:dp@bajajcapital.com)\*  
[www.bajajcapital.com](http://www.bajajcapital.com)

### Compensation & Reimbursements

- You will be placed on OJT/Internship program with us from the 3 months where you will be paid a stipend of Rs. 10000/- per month along with an opportunity to earn additional bonus up to Rs. 5000 subject to your performance and rating done by your mentor.
- You will be absorbed into Wealth Management / Distribution channels from the 7<sup>th</sup> month onwards with a consolidated annual CTC of Rs. 5.05 lacs plus incentives and opportunity to participate in the contests.
- Mobile & Petrol Reimbursements will be paid over and above the CTC as per the policy of the Organization.

### Obligations

- During the Diploma and thereafter you will not pass on to anyone in writing or by word of mouth or otherwise, particulars or details of work, process, technical know-how, research carried out, security arrangement, administrative and/or organizational matters of confidential or secret nature which you may come across during your training period or become known to you by virtue of your undergoing training in the Organization or otherwise.
- You are liable to discharge any duties during your training tenure and thereafter, if absorbed, that are assigned to you from time to time by the Organization and/or its officials
- During the tenure of your employment at Bajaj Capital, you may at the sole discretion of Management be transferred to any other location and/or transferred to any other group company of Bajaj Capital. The changes if done would be without prejudice to the terms of employment

### Acceptance

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of intent duly signed within 2 days from the date of this letter.

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

Over 150 offices nationwide | Serving 10,000 investors | Since 1965  
7-Times recipient of CNBC TV 18 Best Financial Services Award (Retail) including 2017-18  
Great Place To Work 2012 | The Economic Times Best BFSI Brands 2016

\*For any DP related grievance

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**Bajaj Capital Limited**  
[CIN: U67120DL1965PLC004338]  
**Registered Office:** Mezzanine Floor, Bajaj House,  
97, Nehru Place, New Delhi -110019, India  
**Correspondence Address:** Novus Tower,  
1st Floor (East wing), Plot No. 18, Sector-18,  
Gurugram, Haryana 122015  
email: info@bajajcapital.com  
email: dp@bajajcapital.com\*  
www.bajajcapital.com

By accepting this offer, you agree, acknowledge, and authorize the Company to carry out necessary verifications, background checks on you from (but not limited to) your institution, college, previous employer/s, etc. In case of any negative feedback during the verification process, the Company reserves its right to withdraw/terminate this offer (including your appointment) without any legal liability on the Company

We at Bajaj Capital are excited to have you as part of our team and are confident that it will be a mutually rewarding and fulfilling journey for you. We look forward to a long and fruitful association with you in the transformational growth journey at Bajaj Capital.

Yours faithfully,

**For Bajaj Capital Limited.**

**Sunaina Mattoo Khanna**  
**Chief People Officer & Head Transformation**

Accepted & Agreed

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

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**Bajaj Capital Limited**  
[CIN: U67120DL1965PLC004338]  
**Registered Office:** Mezzanine Floor, Bajaj House, 97,  
Nehru Place, New Delhi - 110019, India  
**Correspondence Address:** Novus Tower,  
1st Floor (East wing), Plot No. 18, Sector-18,  
Gurugram, Haryana 122015  
email: [info@bajajcapital.com](mailto:info@bajajcapital.com)  
email: [dp@bajajcapital.com](mailto:dp@bajajcapital.com)\*  
[www.bajajcapital.com](http://www.bajajcapital.com)

PRIVATE & CONFIDENTIAL

**Conditional Pre-Placement Offer Letter**

Date: 03<sup>rd</sup> March, 2023

**J Srija**  
**C/O: Jaishankar S**  
No. 11,  
Balavinayagar Koil 2<sup>nd</sup>  
Street,  
Sridevi Avenue,  
Puthagaram,  
Tiruvallur - 600099

**Dear J Srija,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning in association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies)

We are pleased to extend you an offer for the post of "**Officer-Wealth**" upon joining BAJAJ CAPITAL subject to your successful completion of the above-mentioned program.

**Selection**

You will be evaluated on various parameters during the program, and you are required to clear all the evaluations to get the final diploma & certifications to become eligible.

Your further absorption in the Organization will be subject to the successful completion of the Diploma program (including NISM certification) and authenticity and correctness of the information, preliminary documents (if any) provided by you about your education, experience, etc.

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.I) P-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

Over 150 offices nationwide | Serving 10,000 investors | Since 1965  
7-Times recipient of CNBC TV 18 Best Financial Services award (Retail) including 2017-18  
Great Place To Work 2012 | The Economic Times Best BFSI Brands 2016

\*For any DP related grievance

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

**Bajaj Capital Limited**

[CIN: U67120DL1965PLC004338]

**Registered Office:** Mezzanine Floor, Bajaj House, 97, Nehru Place, New Delhi -110019, India**Correspondence Address:** Novus Tower, 1st Floor (East wing), Plot No. 18, Sector-18, Gurugram, Haryana 122015

email: info@bajajcapital.com

email: dp@bajajcapital.com\*

www.bajajcapital.com

**Compensation & Reimbursements**

- You will be placed on OJT/Internship program with us from the 3 months where you will be paid a stipend of Rs. 10000/- per month along with an opportunity to earn additional bonus up to Rs. 5000 subject to your performance and rating done by your mentor.
- You will be absorbed into Wealth Management / Distribution channels from the 7<sup>th</sup> month onwards with a consolidated annual CTC of Rs. 5.05 lacs plus incentives and opportunity to participate in the contests.
- Mobile & Petrol Reimbursements will be paid over and above the CTC as per the policy of the Organization.

**Obligations**

- During the Diploma and thereafter you will not pass on to anyone in writing or by word of mouth or otherwise, particulars or details of work, process, technical know-how, research carried out, security arrangement, administrative and/or organizational matters of confidential or secret nature which you may come across during your training period or become known to you by virtue of your undergoing training in the Organization or otherwise.
- You are liable to discharge any duties during your training tenure and thereafter, if absorbed, that are assigned to you from time to time by the Organization and/or its officials
- During the tenure of your employment at Bajaj Capital, you may at the sole discretion of Management be transferred to any other location and/or transferred to any other group company of Bajaj Capital. The changes if done would be without prejudice to the terms of employment

**Acceptance**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of intent duly signed within 2 days from the date of this letter.

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (IN2000007732)  
PFRDA Registration No: 12092018

Over 150 offices nationwide | Serving 10,000 investors | Since 1965  
7-Times recipient of CNBC TV 18 Best Financial Services Award (Retail) including 2017-18  
Great Place To Work 2012 | The Economic Times Best BFSI Brands 2016

\*For any DP related grievance

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**Bajaj Capital Limited**  
[CIN: U67120DL1965PLC004338]  
**Registered Office:** Mezzanine Floor, Bajaj House, 97,  
Nehru Place, New Delhi -110019, India  
**Correspondence Address:** Novus Tower,  
1st Floor (East wing), Plot No. 18, Sector-18,  
Gurugram, Haryana 122015  
email: info@bajajcapital.com  
email: dp@bajajcapital.com\*  
www.bajajcapital.com

By accepting this offer, you agree, acknowledge, and authorize the Company to carry out necessary verifications, background checks on you from (but not limited to) your institution, college, previous employer/s, etc. In case of any negative feedback during the verification process, the Company reserves its right to withdraw/terminate this offer (including your appointment) without any legal liability on the Company

We at Bajaj Capital are excited to have you as part of our team and are confident that it will be a mutually rewarding and fulfilling journey for you. We look forward to a long and fruitful association with you in the transformational growth journey at Bajaj Capital.

Yours faithfully,

**For Bajaj Capital Limited.**

**Sunaina Mattoo Khanna**  
**Chief People Officer & Head Transformation**

Accepted & Agreed

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DPJN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFDA Registration No: 12092018

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\*For any DP related grievance

www.bajajcapital.com





**Bajaj Capital Limited**

[CIN: U67120DL1965PLC004338]

**Registered Office:** Mezzanine Floor, Bajaj House,  
97, Nehru Place, New Delhi -110019, India

**Correspondence Address:** Novus Tower,  
1st Floor (East wing), Plot No. 18, Sector-18,  
Gurugram, Haryana 122015

email: [info@bajajcapital.com](mailto:info@bajajcapital.com)

email: [dp@bajajcapital.com](mailto:dp@bajajcapital.com)\*

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

PRIVATE & CONFIDENTIAL

**Conditional Pre-Placement Offer Letter**

Date: 02<sup>nd</sup> March, 2023

**Srinivasan P**  
N 24A O 29A,  
1<sup>st</sup> Street  
Arunachalam Nagar,  
Choolaimedu,  
Chennai - 600094

**Dear Srinivasan P,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning in association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies)

We are pleased to extend you an offer for the post of "Officer-Wealth" upon joining BAJAJ CAPITAL subject to your successful completion of the above-mentioned program.

**Selection**

You will be evaluated on various parameters during the program, and you are required to clear all the evaluations to get the final diploma & certifications to become eligible.

Your further absorption in the Organization will be subject to the successful completion of the Diploma program (including NISM certification) and authenticity and correctness of the information, preliminary documents (if any) provided by you about your education, experience, etc.

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

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Great Place To Work 2012 | The Economic Times Best BFSI Brands 2016

\*For any DP related grievance

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

### Compensation & Reimbursements

- You will be placed on OJT/Internship program with us from the 3 months where you will be paid a stipend of Rs. 10000/- per month along with an opportunity to earn additional bonus up to Rs. 5000 subject to your performance and rating done by your mentor.
- You will be absorbed into Wealth Management / Distribution channels from the 7<sup>th</sup> month onwards with a consolidated annual CTC of Rs. 5.05 lacs plus incentives and opportunity to participate in the contests.
- Mobile & Petrol Reimbursements will be paid over and above the CTC as per the policy of the Organization.

### Obligations

- During the Diploma and thereafter you will not pass on to anyone in writing or by word of mouth or otherwise, particulars or details of work, process, technical know-how, research carried out, security arrangement, administrative and/or organizational matters of confidential or secret nature which you may come across during your training period or become known to you by virtue of your undergoing training in the Organization or otherwise.
- You are liable to discharge any duties during your training tenure and thereafter, if absorbed, that are assigned to you from time to time by the Organization and/or its officials
- During the tenure of your employment at Bajaj Capital, you may at the sole discretion of Management be transferred to any other location and/or transferred to any other group company of Bajaj Capital. The changes if done would be without prejudice to the terms of employment

### Acceptance

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of intent duly signed within 2 days from the date of this letter.



SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFDA Registration No: 12092018

Over 150 offices nationwide | Serving 10,000 investors | Since 1965  
7-Times recipient of CNBC TV 18 Best Financial Services award (Retail) including 2017-18  
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\*For any DP related grievance



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[CIN: U67120DL1965PLC004338]  
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**Correspondence Address:** Novus Tower,  
1st Floor (East wing), Plot No. 18, Sector-18,  
Gurugram, Haryana 122015  
email: [info@bajajcapital.com](mailto:info@bajajcapital.com)  
email: [dp@bajajcapital.com](mailto:dp@bajajcapital.com)\*  
[www.bajajcapital.com](http://www.bajajcapital.com)

By accepting this offer, you agree, acknowledge, and authorize the Company to carry out necessary verifications, background checks on you from (but not limited to) your institution, college, previous employer/s, etc. In case of any negative feedback during the verification process, the Company reserves its right to withdraw/terminate this offer (including your appointment) without any legal liability on the Company

We at Bajaj Capital are excited to have you as part of our team and are confident that it will be a mutually rewarding and fulfilling journey for you. We look forward to a long and fruitful association with you in the transformational growth journey at Bajaj Capital.

Yours faithfully,

**For Bajaj Capital Limited.**

**Sunalna Mattoo Khanna**  
**Chief People Officer & Head Transformation**

Accepted & Agreed

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
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email: dp@bajajcapital.com\*  
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**Conditional Pre-Placement Offer Letter**

Date: 02<sup>nd</sup> March, 2023

**Harish K**  
C/O: Kumar  
No. 31/15,  
Ramasamy Street,  
Mannady,  
Chennai - 600001

**Dear Harish K,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning in association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies)

We are pleased to extend you an offer for the post of "Officer-Wealth" upon joining BAJAJ CAPITAL subject to your successful completion of the above-mentioned program.

**Selection**

You will be evaluated on various parameters during the program, and you are required to clear all the evaluations to get the final diploma & certifications to become eligible.

Your further absorption in the Organization will be subject to the successful completion of the Diploma program (including NISM certification) and authenticity and correctness of the information, preliminary documents (if any) provided by you about your education, experience, etc.

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP:IN-DP-N5DL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

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### Compensation & Reimbursements

- You will be placed on OJT/Internship program with us from the 3 months where you will be paid a stipend of Rs. 10000/- per month along with an opportunity to earn additional bonus up to Rs. 5000 subject to your performance and rating done by your mentor.
- You will be absorbed into Wealth Management / Distribution channels from the 7<sup>th</sup> month onwards with a consolidated annual CTC of Rs. 5.05 lacs plus incentives and opportunity to participate in the contests.
- Mobile & Petrol Reimbursements will be paid over and above the CTC as per the policy of the Organization.

### Obligations

- During the Diploma and thereafter you will not pass on to anyone in writing or by word of mouth or otherwise, particulars or details of work, process, technical know-how, research carried out, security arrangement, administrative and/or organizational matters of confidential or secret nature which you may come across during your training period or become known to you by virtue of your undergoing training in the Organization or otherwise.
- You are liable to discharge any duties during your training tenure and thereafter, if absorbed, that are assigned to you from time to time by the Organization and/or its officials
- During the tenure of your employment at Bajaj Capital, you may at the sole discretion of Management be transferred to any other location and/or transferred to any other group company of Bajaj Capital. The changes if done would be without prejudice to the terms of employment

### Acceptance

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email: info@bajajcapital.com  
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By accepting this offer, you agree, acknowledge, and authorize the Company to carry out necessary verifications, background checks on you from (but not limited to) your institution, college, previous employer/s, etc. In case of any negative feedback during the verification process, the Company reserves its right to withdraw/terminate this offer (including your appointment) without any legal liability on the Company

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Yours faithfully,

**For Bajaj Capital Limited.**

**Sunaina Mattoo Khanna**  
**Chief People Officer & Head Transformation**

Accepted & Agreed

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**Conditional Pre-Placement Offer Letter**

Date: 03<sup>rd</sup> March, 2023

**Udhith Varma K**  
D 3/9,  
6<sup>th</sup> Main Road,  
ERI Scheme,  
Mogappair,  
Tiruvallur,  
Tamil Nadu - 600037

**Dear Udhith Varma K,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning in association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies).

We are pleased to extend you an offer for the post of "Officer-Wealth" upon joining BAJAJ CAPITAL subject to your successful completion of the above-mentioned program.

**Selection**

You will be evaluated on various parameters during the program, and you are required to clear all the evaluations to get the final diploma & certifications to become eligible.

Your further absorption in the Organization will be subject to the successful completion of the Diploma program (including NISM certification) and authenticity and correctness of the information, preliminary documents (if any) provided by you about your education, experience, etc.

§

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email: dp@bajajcapital.com\*  
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### Compensation & Reimbursements

- You will be placed on OJT/Internship program with us from the 3 months where you will be paid a stipend of Rs. 10000/- per month along with an opportunity to earn additional bonus up to Rs. 5000 subject to your performance and rating done by your mentor.
- You will be absorbed into Wealth Management / Distribution channels from the 7<sup>th</sup> month onwards with a consolidated annual CTC of Rs. 5.05 lacs plus incentives and opportunity to participate in the contests.
- Mobile & Petrol Reimbursements will be paid over and above the CTC as per the policy of the Organization.

### Obligations

- During the Diploma and thereafter you will not pass on to anyone in writing or by word of mouth or otherwise, particulars or details of work, process, technical know-how, research carried out, security arrangement, administrative and/or organizational matters of confidential or secret nature which you may come across during your training period or become known to you by virtue of your undergoing training in the Organization or otherwise.
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- During the tenure of your employment at Bajaj Capital, you may at the sole discretion of Management be transferred to any other location and/or transferred to any other group company of Bajaj Capital. The changes if done would be without prejudice to the terms of employment

### Acceptance

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of intent duly signed within 2 days from the date of this letter.

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Yours faithfully,

**For Bajaj Capital Limited.**

**Sunaina Mattoo Khanna**  
**Chief People Officer & Head Transformation**

Accepted & Agreed

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
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**Conditional Pre-Placement Offer Letter**

Date: 02<sup>nd</sup> March, 2023

**Chirag Jhawar**  
No. 17,L1,  
Naveens  
Manoranjitham  
Apartments,  
Parthasarathipuram,  
Thiyagaraya Nagar,  
Chennai - 600017

**Dear Chirag Jhawar,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning In association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies)

We are pleased to extend you an offer for the post of "Officer-Wealth" upon joining BAJAJ CAPITAL subject to your successful completion of the above-mentioned program.

**Selection**

You will be evaluated on various parameters during the program, and you are required to clear all the evaluations to get the final diploma & certifications to become eligible.

Your further absorption in the Organization will be subject to the successful completion of the Diploma program (including NISM certification) and authenticity and correctness of the information, preliminary documents (if any) provided by you about your education, experience, etc.

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email: info@bajajcapital.com  
email: dp@bajajcapital.com\*  
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### Compensation & Reimbursements

- You will be placed on OJT/Internship program with us from the 3 months where you will be paid a stipend of Rs. 10000/- per month along with an opportunity to earn additional bonus up to Rs. 5000 subject to your performance and rating done by your mentor.
- You will be absorbed into Wealth Management / Distribution channels from the 7<sup>th</sup> month onwards with a consolidated annual CTC of Rs. 5.05 lacs plus incentives and opportunity to participate in the contests.
- Mobile & Petrol Reimbursements will be paid over and above the CTC as per the policy of the Organization.

### Obligations

- During the Diploma and thereafter you will not pass on to anyone in writing or by word of mouth or otherwise, particulars or details of work, process, technical know-how, research carried out, security arrangement, administrative and/or organizational matters of confidential or secret nature which you may come across during your training period or become known to you by virtue of your undergoing training in the Organization or otherwise.
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- During the tenure of your employment at Bajaj Capital, you may at the sole discretion of Management be transferred to any other location and/or transferred to any other group company of Bajaj Capital. The changes if done would be without prejudice to the terms of employment

### Acceptance

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of intent duly signed within 2 days from the date of this letter.

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Yours faithfully,

**For Bajaj Capital Limited.**

**Sunaina Mattoo Khanna**  
Chief People Officer & Head Transformation

Accepted & Agreed

Signature: \_\_\_\_\_

Name: Chirag Jhawar

Date: 02/03/2023

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP-IN-DP-NSDL-267-2006), BSE - Equity (IN2000007732)  
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**Conditional Pre-Placement Offer Letter**

Date: 02<sup>nd</sup> March, 2023

**Ajith P**  
No. 22/1 B,  
Nainiyappan Street,  
Old Washermenpet,  
Chennai - 600021

**Dear Ajith P,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning in association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies)

We are pleased to extend you an offer for the post of "Officer-Wealth" upon joining BAJAJ CAPITAL subject to your successful completion of the above-mentioned program.

**Selection**

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### **Compensation & Reimbursements**

- You will be placed on OJT/Internship program with us from the 3 months where you will be paid a stipend of Rs. 10000/- per month along with an opportunity to earn additional bonus up to Rs. 5000 subject to your performance and rating done by your mentor.
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### **Obligations**

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Yours faithfully,

**For Bajaj Capital Limited.**

**Sunaina Mattoo Khanna**  
**Chief People Officer & Head Transformation**

Accepted & Agreed

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DPJN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
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**Conditional Pre-Placement Offer Letter**

Date: 02<sup>nd</sup> March, 2023

**Badrinarayanan**  
No. 50/23,  
Nelvayal Road,  
Perambur,  
Chennai - 600011

**Dear Badrinarayanan,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning In association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies)

We are pleased to extend you an offer for the post of "Officer-Wealth" upon joining BAJAJ CAPITAL subject to your successful completion of the above-mentioned program.

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You will be evaluated on various parameters during the program, and you are required to clear all the evaluations to get the final diploma & certifications to become eligible.

Your further absorption in the Organization will be subject to the successful completion of the Diploma program (including NISM certification) and authenticity and correctness of the information, preliminary documents (if any) provided by you about your education, experience, etc.

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

Over 150 offices nationwide | Serving 10,000 investors | Since 1965  
7-Times recipient of CNBC TV 18 Best Financial Services Award (Retail) including 2017-18  
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\*For any DP related grievance

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**Correspondence Address:** Novus Tower,  
1st Floor(East wing), Plot No. 18, Sector-18,  
Gurugram, Haryana 122015  
email: info@bajajcapital.com  
email: dp@bajajcapital.com\*  
www.bajajcapital.com

### **Compensation & Reimbursements**

- You will be placed on OJT/Internship program with us from the 3 months where you will be paid a stipend of Rs. 10000/- per month along with an opportunity to earn additional bonus up to Rs. 5000 subject to your performance and rating done by your mentor.
- You will be absorbed into Wealth Management / Distribution channels from the 7<sup>th</sup> month onwards with a consolidated annual CTC of Rs. 5.05 lacs plus incentives and opportunity to participate in the contests.
- Mobile & Petrol Reimbursements will be paid over and above the CTC as per the policy of the Organization.

### **Obligations**

- During the Diploma and thereafter you will not pass on to anyone in writing or by word of mouth or otherwise, particulars or details of work, process, technical know-how, research carried out, security arrangement, administrative and/or organizational matters of confidential or secret nature which you may come across during your training period or become known to you by virtue of your undergoing training in the Organization or otherwise.
- You are liable to discharge any duties during your training tenure and thereafter, if absorbed, that are assigned to you from time to time by the Organization and/or its officials
- During the tenure of your employment at Bajaj Capital, you may at the sole discretion of Management be transferred to any other location and/or transferred to any other group company of Bajaj Capital. The changes if done would be without prejudice to the terms of employment

### **Acceptance**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of intent duly signed within 2 days from the date of this letter.

§

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP:IN-DP-NSDL-267-2006), ESE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

Over 150 offices nationwide | Serving 10,000 investors | Since 1965  
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We at Bajaj Capital are excited to have you as part of our team and are confident that it will be a mutually rewarding and fulfilling journey for you. We look forward to a long and fruitful association with you in the transformational growth journey at Bajaj Capital.

Yours faithfully,

For Bajaj Capital Limited.

**Sunaina Mattoo Khanna**  
Chief People Officer & Head Transformation

Accepted & Agreed

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (IN2000007732)  
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**Conditional Pre-Placement Offer Letter**

Date: 02<sup>nd</sup> March, 2023

**Jayaprakash N**  
No. 15A,  
Syed Yahub Street,  
Chengalpattu,  
Kancheepuram -  
603002

**Dear Jayaprakash N,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning in association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies)

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**Selection**

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**Compensation & Reimbursements**

- You will be placed on OJT/Internship program with us from the 3 months where you will be paid a stipend of Rs. 10000/- per month along with an opportunity to earn additional bonus up to Rs. 5000 subject to your performance and rating done by your mentor.
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**Obligations**

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- You are liable to discharge any duties during your training tenure and thereafter, if absorbed, that are assigned to you from time to time by the Organization and/or its officials
- During the tenure of your employment at Bajaj Capital, you may at the sole discretion of Management be transferred to any other location and/or transferred to any other group company of Bajaj Capital. The changes if done would be without prejudice to the terms of employment

**Acceptance**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of intent duly signed within 2 days from the date of this letter.

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

Over 150 offices nationwide | Serving 10,000 investors | Since 1985  
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Yours faithfully,

**For Bajaj Capital Limited.**

**Sunaina Mattoo Khanna**  
**Chief People Officer & Head Transformation**

Accepted & Agreed

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP:IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

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email: dp@bajajcapital.com\*  
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**Conditional Pre-Placement Offer Letter**

Date: 03<sup>rd</sup> March, 2023

**Aryan S Shah**  
No. 1088/401A Vimalachal Apartment,  
Poonamallee High  
Road,  
Veppery,  
Chennai - 600007

**Dear Aryan S Shah,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning in association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies)

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**Selection**

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### Compensation & Reimbursements

- You will be placed on OJT/Internship program with us from the 3 months where you will be paid a stipend of Rs. 10000/- per month along with an opportunity to earn additional bonus up to Rs. 5000 subject to your performance and rating done by your mentor.
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### Obligations

- During the Diploma and thereafter you will not pass on to anyone in writing or by word of mouth or otherwise, particulars or details of work, process, technical know-how, research carried out, security arrangement, administrative and/or organizational matters of confidential or secret nature which you may come across during your training period or become known to you by virtue of your undergoing training in the Organization or otherwise.
- You are liable to discharge any duties during your training tenure and thereafter, if absorbed, that are assigned to you from time to time by the Organization and/or its officials.
- During the tenure of your employment at Bajaj Capital, you may at the sole discretion of Management be transferred to any other location and/or transferred to any other group company of Bajaj Capital. The changes if done would be without prejudice to the terms of employment.

### Acceptance

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of intent duly signed within 2 days from the date of this letter.



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PFRDA Registration No: 12092018

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email: info@bajajcapital.com  
email: dp@bajajcapital.com\*  
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Yours faithfully,

**For Bajaj Capital Limited.**

**Sunaina Mattoo Khanna**  
**Chief People Officer & Head Transformation**

Accepted & Agreed

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SEBI Registration Nos: Merchant Banker (JNM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

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email: dp@bajajcapital.com\*  
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**Conditional Pre-Placement Offer Letter**

Date: 03<sup>rd</sup> March, 2023

**Yuvaneshwar V**  
O No. 87 N No. 67,  
Othavadai Street,  
Kodambakkam,  
Chennai - 600024

**Dear Yuvaneshwar V,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning. In association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies)

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PFRDA Registration No: I2092018

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email: info@bajajcapital.com  
email: dp@bajajcapital.com\*  
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### Compensation & Reimbursements

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### Acceptance

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PFRDA Registration No: 12092018

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Yours faithfully,

**For Bajaj Capital Limited.**

**Sunaina Mattoo Khanna**  
**Chief People Officer & Head Transformation**

Accepted & Agreed

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.IN-DP-NSDL-257-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

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**Conditional Pre-Placement Offer Letter**

Date: 02<sup>nd</sup> March, 2023

**Harish K**  
C/O: Kumar  
No. 31/15,  
Ramasamy Street,  
Mannady,  
Chennai - 600001

**Dear Harish K,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning in association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies)

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₹

SEBI Registration No: Merchant Banker (INM000010544), DP (DPIN-DP-NSDL-267-2006), BSE - Equity (IN2000002752)  
PFDR Registration No: 1292708

Over 150 offices nationwide | Serving 10,000 investors | Since 1965  
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Great Place To Work 2012 | The Economic Times Best BFSI Brands 2018

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### Acceptance

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₹

SEBI Registration Nos: Merchant Banker (RRM000019564), DP (DP-IP-DP) NSDL 267-2006, ISE - Equity (IN2000007752)  
PFDA Registration No: 12092015

Over 150 offices nationwide | Serving 10,000 investors | Since 1965  
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email: dp@bajajcapital.com\*  
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**Conditional Pre-Placement Offer Letter**

Date: 03<sup>rd</sup> March, 2023

**Sneha D**  
3A 1<sup>st</sup> Cross Street,  
Sri Lakshmi Nagar  
Alappakkam,  
Porur,  
Ambattur,  
Tiruvallur - 600116

**Dear Sneha D,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning in association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies)

We are pleased to extend you an offer for the post of "Officer-Wealth" upon joining BAJAJ CAPITAL subject to your successful completion of the above-mentioned program.

**Selection**

You will be evaluated on various parameters during the program, and you are required to clear all the evaluations to get the final diploma & certifications to become eligible.

Your further absorption in the Organization will be subject to the successful completion of the Diploma program (including NISM certification) and authenticity and correctness of the information, preliminary documents (if any) provided by you about your education, experience, etc.

SEBI Registration Nos: Merchant Banker (JNM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: T2092018

Over 150 offices nationwide | Serving 10,000 investors | Since 1965  
7-Times recipient of CNBC TV 18 Best Financial Services Award (Retail) including 2017-18  
Great Place To Work 2012 | The Economic Times Best BFSI Brands 2016

\*For any DP related grievance

www.bajajcapital.com



**Bajaj Capital Limited**  
[CIN: U67120DL1965PLC004338]  
**Registered Office:** Mezzanine Floor, Bajaj House,  
97, Nehru Place, New Delhi -110019, India  
**Correspondence Address:** Novus Tower,  
1st Floor(East wing), Plot No. 18, Sector-18,  
Gurugram, Haryana 122015  
email: info@bajajcapital.com  
email: dp@bajajcapital.com\*  
www.bajajcapital.com

### Compensation & Reimbursements

- You will be placed on OJT/Internship program with us from the 3 months where you will be paid a stipend of Rs. 10000/- per month along with an opportunity to earn additional bonus up to Rs. 5000 subject to your performance and rating done by your mentor.
- You will be absorbed into Wealth Management / Distribution channels from the 7<sup>th</sup> month onwards with a consolidated annual CTC of Rs. 5.05 lacs plus incentives and opportunity to participate in the contests.
- Mobile & Petrol Reimbursements will be paid over and above the CTC as per the policy of the Organization.

### Obligations

- During the Diploma and thereafter you will not pass on to anyone in writing or by word of mouth or otherwise, particulars or details of work, process, technical know-how, research carried out, security arrangement, administrative and/or organizational matters of confidential or secret nature which you may come across during your training period or become known to you by virtue of your undergoing training in the Organization or otherwise.
- You are liable to discharge any duties during your training tenure and thereafter, if absorbed, that are assigned to you from time to time by the Organization and/or its officials
- During the tenure of your employment at Bajaj Capital, you may at the sole discretion of Management be transferred to any other location and/or transferred to any other group company of Bajaj Capital. The changes if done would be without prejudice to the terms of employment

### Acceptance

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of intent duly signed within 2 days from the date of this letter.

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DPJN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

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email: info@bajajcapital.com  
email: dp@bajajcapital.com\*  
www.bajajcapital.com

By accepting this offer, you agree, acknowledge, and authorize the Company to carry out necessary verifications, background checks on you from (but not limited to) your institution, college, previous employer/s, etc. In case of any negative feedback during the verification process, the Company reserves its right to withdraw/terminate this offer (including your appointment) without any legal liability on the Company

We at Bajaj Capital are excited to have you as part of our team and are confident that it will be a mutually rewarding and fulfilling journey for you. We look forward to a long and fruitful association with you in the transformational growth journey at Bajaj Capital.

Yours faithfully,

**For Bajaj Capital Limited.**

**Sunaina Mattoo Khanna**  
**Chief People Officer & Head Transformation**

Accepted & Agreed

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP:IN-DP-NSDL-267-2006), BSE - Equity (IN2000007732)  
PFRDA Registration No: 12092018

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email: info@bajajcapital.com  
email: dp@bajajcapital.com\*  
www.bajajcapital.com

PRIVATE & CONFIDENTIAL

**Conditional Pre-Placement Offer Letter**

Date: 03<sup>rd</sup> March, 2023

**Aaron**  
No. 42,  
Sudha Nagar,  
Puthagaram,  
Tiruvallur, Kolathur  
Tamil Nadu - 600099

**Dear Aaron,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning In association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies).

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email: info@bajajcapital.com  
email: dp@bajajcapital.com\*  
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### Compensation & Reimbursements

- You will be placed on OJT/Internship program with us from the 3 months where you will be paid a stipend of Rs. 10000/- per month along with an opportunity to earn additional bonus up to Rs. 5000 subject to your performance and rating done by your mentor.
- You will be absorbed into Wealth Management / Distribution channels from the 7<sup>th</sup> month onwards with a consolidated annual CTC of Rs. 5.05 lacs plus incentives and opportunity to participate in the contests.
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- You are liable to discharge any duties during your training tenure and thereafter, if absorbed, that are assigned to you from time to time by the Organization and/or its officials
- During the tenure of your employment at Bajaj Capital, you may at the sole discretion of Management be transferred to any other location and/or transferred to any other group company of Bajaj Capital. The changes if done would be without prejudice to the terms of employment

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By accepting this offer, you agree, acknowledge, and authorize the Company to carry out necessary verifications, background checks on you from (but not limited to) your institution, college, previous employer/s, etc. In case of any negative feedback during the verification process, the Company reserves its right to withdraw/terminate this offer (including your appointment) without any legal liability on the Company

We at Bajaj Capital are excited to have you as part of our team and are confident that it will be a mutually rewarding and fulfilling journey for you. We look forward to a long and fruitful association with you in the transformational growth journey at Bajaj Capital.

Yours faithfully,

**For Bajaj Capital Limited.**

**Sunaina Mattoo Khanna**  
**Chief People Officer & Head Transformation**

Accepted & Agreed

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP:IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
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BUREAU  
VERITAS  
OFFER  
LETTER





Placement Cell DG Vaishnav &lt;placement@dgvaishnavcollege.edu.in&gt;

**Internship - Bureau veritas India pvt ltd**

Sruthi K &lt;sruthi.k@bureauveritas.com&gt;

Mon, Mar 13, 2023 at 9:59 AM

To: "placement@dgvaishnavcollege.edu.in" &lt;placement@dgvaishnavcollege.edu.in&gt;

Dear Sir

Thanks for your co operation

The below candidates are shortlisted and they can join by 15<sup>th</sup> March 2023. In our organization

Any further details required please feel free to call me

Sno	Name
1	Ms. Monisha
2	Ms. Sharumathi
3	Mr Sriram G
4	Mr Sathishkumar KS
5	MS Anushiya Balamurugan
6	Ms Spandana Tholar
7	Ms Varsha

Thanks and Regards



**K. SRUTHI**

Sr. Executive HR & Admin

t: +91 44-49674007 (Extn)

m: +91 8754596163

[sruthi.k@bureauveritas.com](mailto:sruthi.k@bureauveritas.com)

***Let's make this world a better place to live***

---

**From:** Sruthi K

**Sent:** Wednesday, March 8, 2023 10:14 AM

**To:** [placement@dgvaishnavcollege.edu.in](mailto:placement@dgvaishnavcollege.edu.in)

**Subject:** Internship - Bureau veritas India pvt ltd

Dear Sir

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

SAINT  
GOBAIN  
OFFER  
LETTER



Placement Cell DG Vaishnav &lt;placement@dgvaishnavcollege.edu.in&gt;

**Placement with Saint-Gobain India Pvt Ltd - Reg**

Srikiran, S [ SGIPL - HR ] &lt;Srikiran.S@saint-gobain.com&gt;

Tue, Apr 25, 2023 at 2:06 PM

To: DGVCMAHRMPLACEMENT 2022 <dgvcmahrmplacement22@gmail.com>, "placement@dgvaishnavcollege.edu.in" <placement@dgvaishnavcollege.edu.in>, "mswdgvaishnavcollege@gmail.com" <mswdgvaishnavcollege@gmail.com>  
Cc: "Bandel, Janaki [ SGIPL - HR ]" <Janaki.Bandel@saint-gobain.com>, "Jerom Pandian, M [ SGIPL - MFG ]" <JeromPandian.M@saint-gobain.com>, "Harini, R [ SGIPL - MFG ]" <Harini.R@saint-gobain.com>, "Shreya, V [ SGIPL - HR ]" <Shreya.V@saint-gobain.com>

Dear both,

Please find below list of students shortlisted for personal interviews –

S.No	Name	Department
1	Peer Fasmin	MA HRM
2	Swetha R	MSW
3	Selva Abirami S	MA HRM

Date &amp; time for the personal interviews will be informed in due course.

Regards,

Srikiran

[Quoted text hidden]

EY  
OFFER  
LETTER



Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

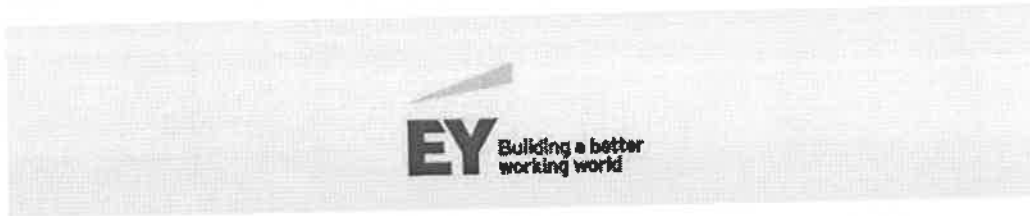
## Final Selects EY GDS | Campus Hiring 2023! DG Vaishnav

Thu, Oct 20, 2022 at 6:48 PM

Rachit Singh <Rachit.Singh@gds.ey.com>

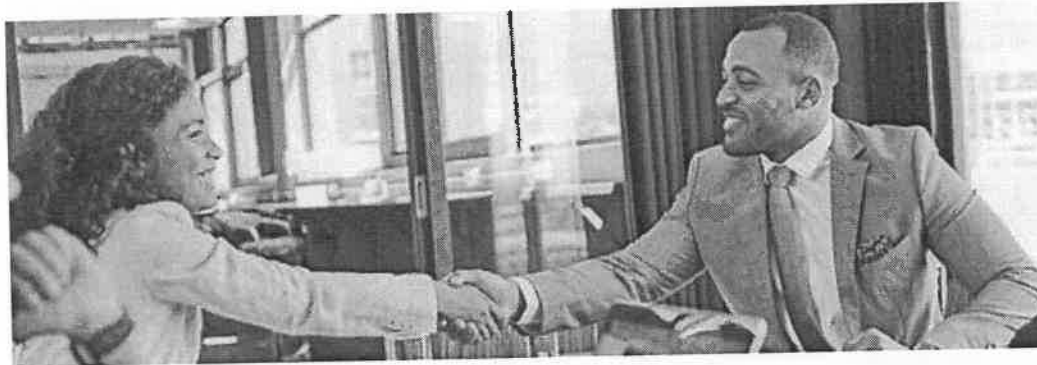
To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

Cc: Sushant Koul <Sushant.Koul1@gds.ey.com>, Sidharth S <Sidharth.S1@gds.ey.com>, Venket Balaji V <Venket.Balaji.V@gds.ey.com>



### Welcome to EY GDS

October 2022



Dear Team,

Thank you for your contributions towards strengthening EY Global Delivery Services' (GDS) partnership. It has been a pleasure reaching out to the extremely talented students at your college. We are pleased to offer 23 students a position at EY GDS.

Attached is the students list for your reference.

Thank you,

Talent team

EY Global Delivery Services

**CAVIN CARE  
OFFER LETTER**



Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

---

**REG: PLACEMENT SELECTION | NIKITA GEORGE**

---

**Makithva Sekar** <makithva.s@cavinkare.com>

Sat, Feb 18, 2023 at 12:38 PM

To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

Dear Bala Sir,

**Good Day!**

Thank you for your patience, As a result of our Placements on **14-02-2023** at D G Vaishnav College,

We are happy to inform you that Miss Nikita George and Mr. R Krithik has been selected for the Management Trainee position in CavinKare,

The recruitment team shall reach out to the candidate on further procedures.

The Candidate's expected date of joining shall be **08'MAY'2023**

Meanwhile would request to kindly keep the candidate informed on having the necessary Educational & Other supporting documents (Digital copies) Ready.

*Convey my best wishes and congratulations to Nikita George and Krithik R*



**Thanks & Regards,**

MAKITHVA\_US

MSW - HR

Management Trainee | CavinKare

---

**From:** Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

**Sent:** Friday, February 17, 2023 12:21 PM

**To:** Makithva Sekar <makithva.s@cavinkare.com>

**Subject:** Re: REG: PLACEMENT SELECTION | NIKITA GEORGE

[External email: Use caution with links and attachments]

[Quoted text hidden]

[Quoted text hidden]



**DG VAISHNAV - ( 3rd March 23 )**

SL	NAME	COURSE	CONTACT	EMAIL
1	Luis Samuel Britto	BCOM General	9003288577	<a href="mailto:luisamuel199@gmail.com">luisamuel199@gmail.com</a>
2	K Kalaiselvan	BCOM Accounting & Finance	9360356046	<a href="mailto:kalaiselvan23803@gmail.com">kalaiselvan23803@gmail.com</a>
3	R Kamali Priya	BCOM General	8667708993	<a href="mailto:minikamsons@gmail.com">minikamsons@gmail.com</a>
4	Jayashree C	BCOM Bank Management	9710446825	<a href="mailto:jayashreechandru@gmail.com">jayashreechandru@gmail.com</a>
5	Shamson A	BCOM Accounting & Finance	8939444027	<a href="mailto:shamsonpramila@gmail.com">shamsonpramila@gmail.com</a>
6	Prasanna Kumar K	BCOM General	9047359662	<a href="mailto:kprasannakumar911@gmail.com">kprasannakumar911@gmail.com</a>
7	Kiranraj R	BCOM General	7305569566	<a href="mailto:kri66749@gmail.com">kri66749@gmail.com</a>
8	Srivathsan R	BCOM General	8870133156	<a href="mailto:20e0815@dgvaishnavcollege.edu.in">20e0815@dgvaishnavcollege.edu.in</a>
9	Aswini V	BCOM Accounting & Finance	9360804379	<a href="mailto:aswinivelayutham1014@gmail.com">aswinivelayutham1014@gmail.com</a>
10	Sargunan T	MCOM	7305735120	<a href="mailto:sargunanswag@gmail.com">sargunanswag@gmail.com</a>
11	Yash Chopra	BCOM Corporate Secretaryship	8610078769	<a href="mailto:yash.chopranov11@gmail.com">yash.chopranov11@gmail.com</a>
12	Mercy Sujitha	English literature	8939280289	<a href="mailto:20e0143mer20@gmail.com">20e0143mer20@gmail.com</a>
13	Monica K	B.Sc Biochemistry	9940118898	<a href="mailto:revathymonica5@gmail.com">revathymonica5@gmail.com</a>
14	Rohan M	BBM	8667063503	<a href="mailto:johnrohan270@gmail.com">johnrohan270@gmail.com</a>
15	K.Manish	BBA	7010395834	<a href="mailto:manish1372002@gmail.com">manish1372002@gmail.com</a>
16	S.Duke Sholto Jeba Thomas	M.Sc Biochemistry	9499903394	<a href="mailto:sk.dsit@gmail.com">sk.dsit@gmail.com</a>
17	Pradeep.R	BCOM General	7010354575	<a href="mailto:pradeeprajini646@gmail.com">pradeeprajini646@gmail.com</a>
18	B.Bipin Singh	B.com(Corporate Secretaryship)	8778176990	<a href="mailto:bbipinsingh2002@gmail.com">bbipinsingh2002@gmail.com</a>
19	Belsiya Mary A	BCOM Accounting & Finance	7305336164	<a href="mailto:belsiyamary2000@gmail.com">belsiyamary2000@gmail.com</a>
20	Vignesh.P	B.Sc Maths	8778414369	<a href="mailto:vickyponz01@gmail.com">vickyponz01@gmail.com</a>
21	R.Praveen	B.com( Bank Management)	7810023950	<a href="mailto:praveenrajendran002@gmail.com">praveenrajendran002@gmail.com</a>

**CITI CORP**  
**OFFER LETTER**



## Hiring in Citi, Chennai

Deshpande, Deepti1 <deepti1.deshpande@citigroup.com>  
 To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>  
 Cc: "Jagdish Sharma, Dhiraj" <dhiraj.jagdishsharma@citigroup.com>

Mon, Jul 18, 2022 at 12:12

Hi Bala Sir,

Sharing an update on the interviews conducted on Friday, 15<sup>th</sup> July.

Total candidates appeared for round 1 interviews: 23

Final selects for offer: 9

Sharing the 9 candidate names who are selected for the role.

Sl No	Candidate
1	R Sounderajan
2	Kaviya K
3	Sabrish
4	Subash A
5	Naresh E
6	Ganesh.D
7	Tushar K
8	Jyothir Aditya
9	Karthikeyan S

There are 60 students who have not taken the initial assessment as yet. We are unable to proceed further without the test being complete.

Requesting your intervention here to check if we can get the students to take up the assessment in the next 2 days, we can have a similar event this week.

Student Name	E-Mail ID	Contact Number	Plum Assessment Status(Yes/NO)	Assessment Test Status	Assessment Test Score	Eligible Departments
Aarthi E	artuart2001@gmail.com	6382645366	Yes	Yet to apply/attempt Plum		B. Com Honours
Ajay.D	ajaysumathi06@gmail.com	9600180679	Yes	Yet to apply/attempt Plum		B. Com C S
Arunachalam.T.S	arunachalamts2@gmail.com	6382925740	Yes	Yet to apply/attempt Plum		B. Com Bank Management
Arvind Srinivas J	naanjayashenkar@gmail.com	9884725376	Yes	Yet to apply/attempt Plum		B. Com General
Belakumar	kumarbela5337@gmail.com	9962296679	Yes	Yet to apply/attempt Plum		B. Com A&F
D yeswanth	vikashari1430@gmail.com	8838502089	Yes	Yet to apply/attempt Plum		B. Com Bank Management
Deepak.S	deepaksrini0002@gmail.com	6381589934	Yes	Yet to apply/attempt Plum		B. Com A&F
Devi Prasath Pandi K	deviprasath222@gmail.com	7824009800	Yes	Yet to apply/attempt Plum		B. Com Bank Management

**Hiring in Citi, Chennai**

Deshpande, Deepthi <deepthi.deshpande@cit.com>  
To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>  
Cc: "Jagdish Sharma, Dhiraj" <dhiraj.jagdishsharma@cit.com>

Mon, Jul 18, 2022 at 12:23

Hi Bala Sir,

Adding 5 more final selects to the list:

Sl No	Candidate
1	Souder Rajan
2	Kavya
3	Sabrish
4	Subhash
5	Naresh E
6	Ganesh.D
7	Tushar K
8	Jyotiraditya
9	Karthikeyan S
10	Gokul U
11	Sridhar S
12	O Sushil Choudhary
13	Sheik Mohammed Abdul Qadir
14	Harish Sree Kailash R

Regards,

Deepthi Deshpande

9025668020

From: Deshpande, Deepthi [HR]  
Sent: Monday, July 18, 2022 12:15 PM  
To: '[External] Placement Cell DG Vaishnav' <placement@dgvaishnavcollege.edu.in>  
Cc: Jagdish Sharma, Dhiraj [HR] <dj50441@cit.com>  
Subject: RE: Hiring in Citi, Chennai

Hi Bala Sir,

Please keep up posted on the results of these 9 students and by when can they expect their consolidated marks sheets or provisional marks cards available so that we can proceed with the offer.



DG VAISHNAV  
COLLEGE  
Kumbakonam, Chennai - 600 001

Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

## Hiring in Citi, Chennai

Deshpande, Deepthi <deepthi.deshpande@city.com>

To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

Mon, Jul 25, 2022 at 4:

Cc: "Jagdish Sharma, Dhiraj" <dhiraj.jagdishsharma@city.com>, "Pakalapati, Joshi" <joshi.pakalapati@city.com>

Hi Bala Sir,

Sharing the list of shortlisted students from the recruitment drive conducted on Friday, 22<sup>nd</sup> July. Kindly communicate the selection to the students.

Meanwhile please keep us posted on the results and course completion certificate for all the selected students so that we can circle back to the hiring managers on a tentative onboarding date for the selected students.

Currently we have 29 students selected from your college. Thanks for your support.

Sl No.	Name	Contact Number	Email
1	Gokul Raj R	9940384657	gokulvirat0218@gmail.com
2	Jayamurugan M	9952990394	jayamurugan0811@gmail.com
3	Kaviyasri R	9025434616	Kaviyakaviya1896@gmail.com
4	Keerthivasan M	8838840006	mkvasan0006@gmail.com
5	Manoj .B	9962228974	manojbd895@gmail.com
6	Nitesh .D	9080736635	niteshdjain2002@gmail.com
7	P Bargav	9003292827	Bargavp2002@gmail.com
8	Sharika	7358743255	sharika.sai25262728@gmail.com
9	K Harishankar	9283355166	harikoushik2002@gmail.com
10	Rajeshwari M	9360808825	rajeshalu65@gmail.com
11	Ranjith .C	9361057277	x.ranjith18@gmail.com
12	Srinivas .C	9176435524	srinivasnohan2018@gmail.com
13	Subashgandhi .S	9952829041	19d2368@gmail.com
14	V. Abhishek	9789929615	venkatesanabhishek646@gmail.com
15	Vijay Dhanush	8925275201	vijaydhanush023@gmail.com

Regards,

Deepthi Deshpande

9025668020

From: Deshpande, Deepthi

Sent: Thursday, July 21, 2022 3:54 PM

To: '[External] Placement Cell DG Vaishnav' <placement@dgvaishnavcollege.edu.in>

Cc: Jagdish Sharma, Dhiraj [HR] <dj50441@city.com>; Pakalapati, Joshi [HR NE] <jp99550@city.com>

Subject: RE: Hiring in Citi, Chennai

Thanks Bala Sir for your response.

As per the attachment there are 40 students whom we can expect tomorrow. Our colleague Joshi (marked in the mail) has sent invites to the students for tomorrow's event.

<https://mail.google.com/mail/u/0/?ik=2e936950e5&view=pt&search=all&permmsgid=msg-f:1739320956244744295&simpl=msg-f:1739320956244744...> 1/11

The candidates are invited to visit Citi facility at 2PM and 4 PM.

**Office address:**

Date: 22<sup>nd</sup> July 2022

Time: 2PM/4PM

Address:

DLF, Block 12, 2<sup>nd</sup> Floor

1/124, Shivaji Gardens, Manapakkam, Ramapuram, Mount Poonamallee Road, Chennai – 600 089

**Please carry the below documents:**

- Hard copy of your updated resume
- Original government ID proof
- Please carry a pen & notepad for the interview process

Contact person: Joshi Pakalapati (Citi TA Team)

**Pls note:**

- Students will receive an OTP which would enable you to enter the DLF premise.
- Please inform them to ignore the timing (if any) mentioned in the OTP SMS.
- Please inform the students that the process takes about 2-3 hours.

Regards,

Deepthi Deshpande

9025668020

From: [External] Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>  
Sent: Thursday, July 21, 2022 1:52 PM  
To: Deshpande, Deepthi <dd17597@citif.com>  
Cc: Jagdish Sharma, Dhiraj <dj50441@ciu.com>; Pakalapati, Joshi [HR NE] <jp09550@citif.com>  
Subject: Re: Hiring in Citi, Chennai

This Message is From an External Sender

This message came from outside of your organization.

Dear Deepthi

FA, the list of students ( highlighted) who would be interested to attend the interview process tomorrow in DLF Facility of Citi on Friday, 22<sup>nd</sup> July for in-person for your reference . Kindly confirm the timing and the list of documents they need to bring for the interview process ..

With Best wishes

M.Balamuralikrishnan

Placement cum Liaison Officer

D.G.VAISHNAV COLLEGE (AUTONOMOUS)

#833 E.V.R Periyar Highroad, Arumbakkam, Chennai 600106. Tamil Nadu.

Phone: 044-23635101/ 23635102 / 23635105 / Mob: +91 9840021743

email : [placement@dgvaishnavcollege.edu.in](mailto:placement@dgvaishnavcollege.edu.in) website : [www.dgvaishnavcollege.edu.in](http://www.dgvaishnavcollege.edu.in)

On Tue, Jul 19, 2022 at 6:18 PM Deshpande, Deepthi <deepthi.deshpande@citif.com> wrote:

Hi Bala Sir,

As discussed, kindly confirm if the below 66 students can visit the DLF Facility of Citi on Friday, 22<sup>nd</sup> July for in-person interviews.

**CNK  
ASSOCIATES  
OFFER  
LETTERS**



Placement Cell DG Vaishnav &lt;placement@dgvaishnavcollege.edu.in&gt;

**CNK & associates - Campus Recruitment 2023**

Deephika S &lt;deephikas@cnkindia.com&gt;

To: Placement Cell DG Vaishnav &lt;placement@dgvaishnavcollege.edu.in&gt;

Tue, Feb 28, 2023 at 11:32 AM

Cc: Parvathy S &lt;sparvathy@cnkindia.com&gt;, Paul Jayakar &lt;pauljayakar@cnkindia.com&gt;, Vedh &lt;vedh@cnkindia.com&gt;

Dear Sir,

Greetings from CNK Associates &amp; LLP

We are pleased to inform that the below students are selected basis the campus recruitment drive conducted by us.

S.NO	NAME	Register No	Department
1	Karen .M	20E2114	B.Com ( General)
2	Kotteswari .R	20E1877	B.Com ( Accounting & Finance)
3	Nandhagopal.B	20E1115	B.Com ( Corporate Secretaryship)
4	Vasanthi.N	20D3726	B.Sc Mathematics

Regards,  
Deephika S

Deephika S

Associate Director

+91 95000 26130  
deephikas@cnkindia.com  
+044 43849695  
www.cnkindia.com

CNK

& ASSOCIATES LLP  
CHARTERED ACCOUNTANTS

Kochu Bhavan, Ground Floor,  
New no 57, McNichols Road,  
Chetpet, Chennai 600 031, India

MUMBAI | BENGALURU | CHENNAI | VADODARA | AHMEDABAD | GANDHINAGAR | DELHI | DUBAI | SHARJAH

3rd Floor, Mistry Bhavan,  
Dinshaw Vachha Road, Churchgate,  
Mumbai 400 020, India.

M.G. Road, Vile Parle (E),  
501-502, Narain Chambers,  
Mumbai 400 057, India.

From: Placement Cell DG Vaishnav &lt;placement@dgvaishnavcollege.edu.in&gt;

Sent: Thursday, February 2, 2023 5:59 PM

To: Deephika S &lt;deephikas@cnkindia.com&gt;

Cc: Parvathy S &lt;sparvathy@cnkindia.com&gt;; Paul Jayakar &lt;pauljayakar@cnkindia.com&gt;

[Quoted text hidden]

[Quoted text hidden]



COGNIZANT  
OFFER  
LETTER



28-Mar-2023

**Shakthi G,**  
**Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai**

Dear **Shakthi G,**

Thank you for exploring career opportunities with Cognizant Technology Solutions India Private Limited ("Cognizant"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Jr. Executive - Academy**. You are entitled to an Annual Total Compensation (ATC) of **Rs. 500,000**. This includes an annual target incentive of **Rs. 20,000**. This amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation detailed in **Compensation and Benefits**. We are glad to also offer you one time Joining Bonus. Please refer **Joining Bonus** for further details.

Your appointment will be governed by the terms and conditions of employment presented in Employment Agreement. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Project Manager.

**Please note:**

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of **60%** aggregate in your Graduation (all subjects taken into consideration) & in Post-Graduation no standing arrears at the time of joining.
2. This offer from Cognizant is **valid for 3 months** from the date of offer and hence you are expected to accept or decline the offer through the company's online portal within this time-period. Any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing.
3. Prior to commencing the employment with Cognizant, you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. If you have any further questions or clarifications, please reach out to the recruiter or your campus coordinators.

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



**Maya Sreekumar**  
**Vice President - Human Resource**

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

Signature :

Date:

### Compensation and Benefits

Name: Shakthi G

Designation: Jr. Executive - Academy

Sl. No.	Description	Monthly	Yearly
1	Basic	14000	168,000
2	HRA*	8400	100,800
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	11750	141,000
	<b>Annual Gross Compensation</b>		<b>480,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>500,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>519,500</b>

**Note: The Insurance amount may vary subject to market conditions from time to time.**

As an associate, you are also entitled to the following additional benefits:

1. Floating Medical Insurance Coverage
2. Round the Clock Group personal accident Insurance coverage
3. Group Term Life Insurance Coverage
4. Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
5. Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act, 1972

#### Leave & Vacation:

1. From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager.

1. Earned Leave - 18 Days
2. Casual Leave - 6 Days
3. Sick Leave - 12 Days

2. From the Date of Joining, Women associates will be entitled to Maternity leave based on the eligibility as laid down in The Maternity Benefit (Amendment) Act, 2017

3. In addition to the above, as per Cognizant policy you are also eligible to avail Child Adoption leave and Paternity leave by adhering to the conditions as laid down in the India Leave Policy.

**Provident Fund Wages:** For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

**Employee State Insurance**

ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month  
ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

\* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings.

\*\* **Incentive Indication :** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:**

1. Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
2. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.
3. Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details.

### Joining Bonus

It was a great pleasure interacting with you over the last few weeks.

With reference to our discussion and subsequent offer, we wish to inform you of an additional joining bonus of **Rs. 50,000** and this will be paid in 1 Instalment (after completion of 3 months of your joining in Cognizant).

**Kindly note the points below:**

- The joining bonus will be subject to statutory and income tax deductions as applicable.
- The joining bonus will be recovered in case you leave us within one year of joining.

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

**Signature:**

**Date:**

## Employment Agreement - Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_ between: Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

**Shakthi G, 24**, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

### RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

### 1. Duties and Responsibilities

- a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

### 2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

### 4. Confidentiality

- a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

- b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

### **5. Data Protection**

By signing below,

- a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e) you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

### **6. Work Schedule**

- a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.
- d) Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

### **7. Background Check**

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## **8. Compliance with Company Policies**

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## **9. Non-Compete and Non-Solicit Restrictions**

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## **10. Representations and Warranties**

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;
- c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
- d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## **11. Indemnity**

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## **12. Business Engagement, Learning and Development and Project Deployment**

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall



adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

### **13. Unauthorized Absence**

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

### **14. Retirement**

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

### **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

1. Misconduct, as provided in Misconduct and Disciplinary Action Policy
2. Non-adherence to Associate Deployment Pool Policy
3. Violation of Social Media Policy or Conflict of Interest Policy
4. Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
5. Insubordination or failure to comply with the directions given to you by persons so authorized
6. Insolvency or conviction for any offence involving moral turpitude
7. Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
8. Violation of non-disparagement obligations
9. Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

### **16. Deputation, Assignment and Transfer**

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

### **17. Survival**

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

### **18. Dispute Resolution and Governing law**

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

### **19. General**

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to

be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited**

**Shakthi G**



**Maya Sreekumar**  
**Vice President – Human Resources**

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

**Signature**

**Date:**

**COMCAST  
OFFER LETTER**



**March 30, 2023**

**Veeravisva Vinayagam K**

M1-107/179 Rm.Colony ,  
12th Cross ,  
Dindigul-624001.

Dear **Veeravisva Vinayagam K**,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Coordinator 1, Advertising Sales Support** with Comcast India Engineering Center I LLP (**Comcast India**)

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence:

(a) **Position:**

Your position will be as **Coordinator 1, Advertising Sales Support** with Comcast India and you will be required to report to **Vinay UK**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications, and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary Performance Bonus shall be **INR 253,957** (Rupees Two Lakh, Fifty-Three Thousand, Nine Hundred And Fifty-Seven only).



Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of **5%** of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Work (Night Shift):**

Please be informed that the shift work hours for this position will be 8 hours per shift. The 8 hour shift work can be anytime between 05.00 PM till 06.00 AM Indian Standard Time (IST), seven days per week including weekends and or National Public Holidays / Comcast India holidays. The shift work program and specific time will be decided by your reporting manager based on business needs and priorities. You should be willing to work in any given shift time assigned by your reporting Manager.

(e) **Shift Allowance:**

Shift allowance (Night Shift) is INR 1000 per day and you will be eligible to receive the same in accordance with Comcast India Shift Work Policy.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **June 05, 2023** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

(a) You having validly terminated any pre-existing employment before the Start Date and having submitted appropriate release letters or such other documentation from the previous employers as may be requested by Comcast India



- (b) You having executed an employment agreement with Comcast India on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time;
- (c) You agreeing to and passing a background investigation conducted by Comcast India. By signing this letter you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by Comcast India. This includes undergoing drug and alcohol testing as per Comcast India's Drug and Alcohol Policy and Privacy Policy. By signing this letter you hereby authorise Comcast India to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state or local laws and, to receive and use the results of the test.

Please note that this position is time-sensitive. This offer is made to you on the additional condition that you will commence employment on the Start Date. If you fail to do so, Comcast India will have the right to unilaterally rescind this offer. You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with Comcast India by the Start Date.

- 3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Comcast India and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment agreement with Comcast India.
- 4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 2 days from the date of this letter.

We look forward to welcoming you to Comcast India and working with you.

Best Regards,

For and on behalf of Comcast India Engineering Center I LLP

**Kamran Subramaniam**  
**Senior Vice President & General Manager**  
**Acknowledgement**

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:

Name:

Date:



<b>COMCAST INDIA OFFER</b>		
<b>Name</b>	Veeravisva Vinayagam K	
<b>Comcast Title</b>	Coordinator 1, Advertising Sales Support	
<b>Department</b>	Effectv	
<b>Hiring Manager</b>	Vinay UK	
	<b>Monthly</b>	<b>Annual</b>
<b>Components</b>		
Basic Pay (50% of Total Fixed pay)	10,582	126,979
<b>Basket of Allowances</b>		
House Rent Allowance (Capped at 50% of Basic)	5,291	63,490
Leave Travel Allowance *	882	10,582
Special Allowance	4,409	52,906
<b>Total Fixed Pay</b>	<b>21,163</b>	<b>253,957</b>
<b>Target CIP Bonus Variable Pay %</b>	-	5 %
<b>Target CIP Bonus Variable Pay</b>	-	12,698
<b>Total Cash</b>	<b>21,163</b>	<b>266,655</b>
<b>Provident Fund **</b>	1,270	15,237
<b>Telephone Reimbursement</b>	1,000	12,000
<b>Gratuity ***</b>	-	6,108
<b>Cost to Company</b>	<b>23,433</b>	<b>300,000</b>
<b>^^ Shift Allowance</b>	<b>22,000</b>	<b>264,000</b>

**Note:**

- \*Leave Travel Allowance is capped at 1 month of Basic.
- \*\*PF is contributed at 12% of Basic Salary (Employer's Contribution).
- ^^ Candidate must be willing to work any of the shifts covering 5:00 PM to 6:00 AM IST ; workweek may include weekends and shift timings may vary based on business needs and priorities.
- \*\*\*Gratuity will be paid as per the Payment of Gratuity Act, 1972.
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card (*Optional Benefit*).



**May 16, 2023**

**Goutham Sakthivel**  
9A Village Street,  
Sathumanagar, Tollgate,  
Chennai-600 019

Dear **Goutham Sakthivel**,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Coordinator 1, Advertising Sales Support** with Comcast India Engineering Center I LLP (**Comcast India**)

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence:

(a) **Position:**

Your position will be as **Coordinator 1, Advertising Sales Support** with Comcast India and you will be required to report to **Vinay UK**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications, and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary Performance Bonus shall be **INR 253,957** (Rupees Two Lakh, Fifty-Three Thousand, Nine Hundred And Fifty-Seven only).

1

COMCAST India Engineering Center I LLP  
Registered Office

Chennai One SEZ, 5th Floor, North Block in Phase II, Module 7 & 8, Chennai One,  
Pallavaram-Thoraipakkam 200 Feet Road, Thoraipakkam, Chennai 600097, Tamil Nadu





Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of **5%** of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Work (Night Shift):**

Please be informed that the shift work hours for this position will be 8 hours per shift. The 8 hour shift work can be anytime between 05.00 PM till 06.00 AM Indian Standard Time (IST), seven days per week including weekends and or National Public Holidays / Comcast India holidays. The shift work program and specific time will be decided by your reporting manager based on business needs and priorities. You should be willing to work in any given shift time assigned by your reporting Manager.

(e) **Shift Allowance:**

Shift allowance (Night Shift) is INR 1000 per day and you will be eligible to receive the same in accordance with Comcast India Shift Work Policy.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **June 26, 2023** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You having validly terminated any pre-existing employment before the Start Date and having submitted appropriate release letters or such other documentation from the previous employers as may be requested by Comcast India



- (b) You having executed an employment agreement with Comcast India on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time;
- (c) You agreeing to and passing a background investigation conducted by Comcast India. By signing this letter you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by Comcast India. This includes undergoing drug and alcohol testing as per Comcast India's Drug and Alcohol Policy and Privacy Policy. By signing this letter you hereby authorize Comcast India to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state or local laws and, to receive and use the results of the test.

Please note that this position is time-sensitive. This offer is made to you on the additional condition that you will commence employment on the Start Date. If you fail to do so, Comcast India will have the right to unilaterally rescind this offer. You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with Comcast India by the Start Date.

3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Comcast India and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment agreement with Comcast India.
4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 2 days from the date of this letter.

We look forward to welcoming you to Comcast India and working with you.

Best Regards,

For and on behalf of Comcast India Engineering Center I LLP

**Kannan Subramaniam**  
**Senior Vice President & General Manager**  
**Acknowledgement**

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:

Name:

Date:

3

COMCAST India Engineering Center I LLP  
Registered Office

Chennai One SEZ, 5th Floor, North Block in Phase II, Module 7 & 8, Chennai One,  
Pallavaram-Thoraipakkam 200 Feet Road, Thoraipakkam, Chennai 600097, Tamil Nadu



<b>COMCAST INDIA OFFER</b>		
<b>Name</b>	Goutham Sakhivel	
<b>Comcast Title</b>	Coordinator 1, Advertising Sales Support	
<b>Department</b>	Effectv	
<b>Hiring Manager</b>	Vinay UK	
	<b>Components</b>	<b>Monthly</b> <b>Annual</b>
	Basic Pay (50% of Total Fixed pay)	10,582      126,979
	<b>Basket of Allowances</b>	
	House Rent Allowance (Capped at 50% of Basic)	5,291      63,490
	Leave Travel Allowance *	882      10,582
	Special Allowance	4,409      52,906
	<b>Total Fixed Pay</b>	<b>21,163</b> <b>253,957</b>
	<b>Target CIP Bonus Variable Pay %</b>	-      5 %
	<b>Target CIP Bonus Variable Pay</b>	-      12,698
	<b>Total Cash</b>	<b>21,163</b> <b>266,655</b>
	<b>Provident Fund **</b>	1,270      15,237
	<b>Telephone Reimbursement</b>	1,000      12,000
	<b>Gratuity ***</b>	-      6,108
	<b>Cost to Company</b>	<b>23,433</b> <b>300,000</b>
	<b>^^ Shift Allowance</b>	<b>22,000</b> <b>264,000</b>

**Note:**

- \*Leave Travel Allowance is capped at 1 month of Basic
- \*\*PF is contributed at 12% of Basic Salary (Employer's Contribution).
- ^^ Candidate must be willing to work any of the shifts covering 5:00 PM to 6:00 AM IST ; workweek may include weekends and shift timings may vary based on business needs and priorities.
- \*\*\*Gratuity will be paid as per the Payment of Gratuity Act, 1972.
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card (*Optional Benefit*).



March 29, 2023

**Jayasree Mohanakrishnan**  
6/28 Sydoji Street,  
Triplicane, Chempauk,  
Chennai - 600005.

Dear **Jayasree Mohanakrishnan**,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Coordinator 1, Advertising Sales Support** with Comcast India Engineering Center I LLP (**Comcast India**)

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence:

(a) **Position:**

Your position will be as **Coordinator 1, Advertising Sales Support** with Comcast India and you will be required to report to **Vinay UK**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications, and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary Performance Bonus shall be **INR 253,957** (Rupees Two Lakh, Fifty-Three Thousand, Nine Hundred And Fifty-Seven only).



Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of 5% of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Work (Night Shift):**

Please be informed that the shift work hours for this position will be 8 hours per shift. The 8 hour shift work can be anytime between 05.00 PM till 06.00 AM Indian Standard Time (IST), seven days per week including weekends and or National Public Holidays / Comcast India holidays. The shift work program and specific time will be decided by your reporting manager based on business needs and priorities. You should be willing to work in any given shift time assigned by your reporting Manager.

(e) **Shift Allowance:**

Shift allowance (Night Shift) is INR 1000 per day and you will be eligible to receive the same in accordance with Comcast India Shift Work Policy.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **June 05, 2023** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You having validly terminated any pre-existing employment before the Start Date and having submitted appropriate release letters or such other documentation from the previous employers as may be requested by Comcast India



March 30, 2023

**Jeevanandam Ruthramurthy**  
5/2 Avvai Street,  
Submanliyan Nagar,  
Perambur Chennai-600011

Dear **Jeevanandam Ruthramurthy**,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Coordinator 1, Advertising Sales Support** with Comcast India Engineering Center I LLP (Comcast India)

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence:

(a) **Position:**

Your position will be as **Coordinator 1, Advertising Sales Support** with Comcast India and you will be required to report to **Vinay UK**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications, and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary Performance Bonus shall be **INR 253,957** (Rupees Two Lakh, Fifty-Three Thousand, Nine Hundred And Fifty-Seven only).

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COMCAST India Engineering Center I LLP  
Registered Office

Chennai One SEZ, 5th Floor, North Block in Phase II, Module 7 & 8, Chennai One,  
Pallavarant-Thoraipakkam 200 Feet Road, Thoraipakkam, Chennai 600097, Tamil Nadu





Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of 5% of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Work (Night Shift):**

Please be informed that the shift work hours for this position will be 8 hours per shift. The 8 hour shift work can be anytime between 05.00 PM till 06.00 AM Indian Standard Time (IST), seven days per week including weekends and or National Public Holidays / Comcast India holidays. The shift work program and specific time will be decided by your reporting manager based on business needs and priorities. You should be willing to work in any given shift time assigned by your reporting Manager.

(e) **Shift Allowance:**

Shift allowance (Night Shift) is INR 1000 per day and you will be eligible to receive the same in accordance with Comcast India Shift Work Policy.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **June 05, 2023** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You having validly terminated any pre-existing employment before the Start Date and having submitted appropriate release letters or such other documentation from the previous employers as may be requested by Comcast India

**CUMI MT  
OFFER  
LETTER**





Placement Cell DG Vaishnav &lt;placement@dgvaishnavcollege.edu.in&gt;

**CUMI MT Recruitment**

Premnath S -Deputy Manager -HR -Corp -CUMI &lt;premnaths@cumi.murugappa.com&gt;

Fri, Jul 14, 2023 at 7:11 PM

To: Placement Cell DG Vaishnav &lt;placement@dgvaishnavcollege.edu.in&gt;, "MSW HR-Campus placement, DGVC" &lt;mawdgvaishnavcollege@gmail.com&gt;, MAHRM Department &lt;dgvcmahrmplacement23@gmail.com&gt;

Cc: "Hema Ramamurthy - Sr.GM- HR-ABR-TVT-CUMI" &lt;hemar@cumi.murugappa.com&gt;, Mohan Aravind R -Exe -HR -ABR -MMN -CUMI &lt;mohanaravindr@cumi.murugappa.com&gt;

Dear Sir/Madam,

Thank you for the support extended for Campus Placement.

We have shortlisted the below candidate for the Role Management Trainee – HR,

Candidate Id	Name	Gender	Date of Birth	Mobile	Email
38206577	Venugopal S	Male	15-Sep-1998	+91 7824008298	venu.1591998@gmail.com

We will share the offer letter shortly to the candidate with Date of joining and work location.

Regards,

Premnath S | HR | Carborundum Universal Limited | 3rd Floor, Parry House, 43 Moore Street, Chennai 600001 | India |

www.cumi.murugappa.com | M:+91 9566665918



INTELLECT  
DESIGN  
ARENA  
OFFER  
LETTER



Placement Cell DG Vaishnav &lt;placement@dgvaishnavcollege.edu.in&gt;

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## Campus Invite FY 2023 - Intellect Design Arena

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**Vijay Raja TAG** <campus.engagement@intellectdesign.com>  
To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>  
Cc: Neha2 S TAG <neha2.s@intellectdesign.com>

Fri, Jan 13, 2023 at 12:19 PM

Hi Sir,

Greetings from Intellect Design Arena.

Congratulations on the selection of 10 students from our campus placement drive held on 3rd January '23 at your campus. Please find the attached list of selected students below for your reference.

R.Dinesh Babu
Balaji M
Jayasurya V
Saran. S
Gunalan K
Deepa U
Anush S
Ananda Varthini
Narendran S
Vignesh Devraj

During the Campus process, offer letters were handed over to selected students.

We will be communicating further with their DOJ with us.

Please acknowledge the same and share their acceptance over the mail.

Thanks & Regards,  
Vijay swaminath R  
M.9790715974  
Intellect Design Arena

[Quoted text hidden]

DAV SCHOOL  
OFFER LETTER



TAMIL NADU ARYA SAMAJ EDUCATIONAL SOCIETY (TNAES)  
+91 44-2835 0101 | tnaes@davchennai.org | www.davchennai.org  
Head Office : 212-213, Avvai Shanmugam Salai, Gopalapuram, Chennai, Tamil Nadu - 600 086

**Date:** 28-04-2023

To

Mr. Revanth S

### **ENGAGEMENT LETTER**

Namaste.

We are pleased to engage you as a '**Intern - Physics Faculty**' for the DAV Group of Schools.

The duration of your internship will be for a period of six months from **1st June 2023** and continue up to **30th November 2023**. On satisfactory completion of the above training period, the internship may be extended up to 30th April 2024.

You will be paid an honorarium of Rs. 18,000/- per month (Rupees Eighteen Thousand only) initially. Subsequent increments in compensation will be based on periodic evaluations of performance.

You will be eligible for Casual Leave at the rate of 1 day for every month. Leave taken beyond this limit will be considered as loss of pay and will be proportionately deducted from the honorarium.

During the course of your training, you will report to Mrs. Radha Subramanian, Dean - NAT. You will work closely with the Primary Mentor assigned to you and your primary working location will be the assigned school. You will work for six days a week (Monday - Saturday) and your work timings will be as per your working location on any particular day. On days when the school is not working, you will report to the Head Office. Your duties will include teaching and non-teaching responsibilities as assigned to you by your primary mentor.

During the period of your internship, your performance will be closely assessed in accordance to the high standards of reputation of the DAV Group of Schools. Regular attendance of classes and taking up theory and practical assessments & assignments will be an integral part of the program.



DAY Girls, Mogappair - CBSE

**D.A.V. GROUP OF SCHOOLS, CHENNAI**

DAY Co-Ed, Gill Nagar - Matric

Managed by : TNAES



**TAMIL NADU ARYA SAMAJ EDUCATIONAL SOCIETY (TNAES)**

**+91 44-2835 0101 | tnaes@davchennai.org | www.davchennai.org**

**Head Office : 212-213, Avvai Shanmugam Salai, Gopalapuram, Chennai, Tamil Nadu - 600 086**

In the event of failure to attend the classes or assessments, or if performance is not satisfactory the engagement will be terminated with 30 days notice. In the event you are discontinuing your internship, you will need to provide a notice of 30 days or pay a month's salary in lieu thereof.

You will abide by the service conditions and existing rules and regulations and other rules laid down from time to time. During the tenure of your engagement or even after termination of the engagement you will treat all information regarding the institution as strictly confidential and shall not disclose / divulge the same except in performance of your functions as per working procedure approved by the Management of the institution.

We welcome you and look forward to a mutually rewarding association.

Arj - :

Shardha

Radhya Subramanian

Vidya M

SECRETARY

DIRECTOR

DEAN - NAT

HEAD - HR



DAY Girls, Mogappair - CBSE

**D.A.V. GROUP OF SCHOOLS, CHENNAI**

DAY Co-Ed, Gill Nagar - Matric

Managed by : TNAES

DELOITTE

OFFER

LETTER (VON)



Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

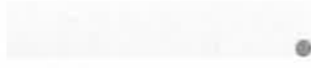
## Confirmation of Verbal Offers || DG Vaishnav

., Anand <anand6@deloitte.com>

Tue, Sep 27, 2022 at 9:06 PM

To: "placement@dgvaishnavcollege.edu.in" <placement@dgvaishnavcollege.edu.in>

Cc: "Pillay, Kanchan" <kanpillay@deloitte.com>, "Singhi, Nidhi" <nsinghi@deloitte.com>, USI Consulting Campus TA <usiconsultingcampusta@deloitte.com>



Deloitte India (Offices of the US) | September, 2022



## Final Shortlisted candidates

### Confirmation

Dear Team,

Thank you for participating in the 2023 Deloitte India (Offices of the US) Campus Recruitment.



On behalf of Deloitte India (Offices of the US), we would like to thank you for all your support and collaboration.

As a follow-up to the 5 offers for Consulting communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29-Sep-2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Best regards,

Campus Team



Get in touch

#### About Deloitte

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S.No	Full Name	Title/Designation	College Name	Primary Email ID
1	Paras Dahia	Associate Analyst	DG Vaishnav	parasdahia.01@gmail.com
2	Abhi TN	Associate Analyst	DG Vaishnav	abhiprasanth20@gmail.com
3	BALASUBRAMANIAM K L	Associate Analyst	DG Vaishnav	balasubramaniam076@gmail.com
4	Kaushik Chandar R	Associate Analyst	DG Vaishnav	blackmambavic01@gmail.com
5	AMRISH P	Associate Analyst	DG Vaishnav	amriscena672@gmail.com

**DELOITTE**  
**OFFER LETTER**



Deloitte Tax Services India Private Limited  
Deloitte Tower Survey No. 41 Gachibowli Village, Ranga  
Reddy District, CIRCLE 3, Hyderabad - 500032,  
Telangana, India

Tel: +91 040 67621000  
www.deloitte.com

Ms. Shalini D P  
No 13/7 Iyam Perumal Street, Royapettah,  
Chennai, 600014  
India

**Subject: Offer of Employment**

**Dear Shalini D P:**

On behalf of Deloitte Tax Services India Private Limited (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as Tax Consultant I based in Hyderabad.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on May 29, 2023.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of Rs./₹ 600,000/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of Rs./₹ 100,000/- subject to your reporting for full-time employment on May 29, 2023. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within 12 months of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on May 29, 2023, or an alternative mutually agreed upon date.



Deloitte Consulting India Private Limited  
Deloitte Tower, Survey No. 41, Gachibowli Village, Ranga  
Reddy District, Hyderabad - 500032, Telangana, India

Tel: +91 040 67621000  
www.deloitte.com

May 25, 2023

Mr. S Paras Dahia  
No 1096, 1St Floor, 18Th Central Cross Street, Central Main Road, Mkb Nagar, Vysarpadi,  
Chennai, 600039  
India

Subject: Offer of Employment

Dear S Paras Dahia:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **July 3, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 325,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 25,000/-** subject to your reporting for full-time employment on **July 3, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **July 3, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within pre-defined boundary if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:00 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Gurugram and Bengaluru.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**S Paras**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

**For Deloitte Consulting India Private Limited**  
Best regards,

DocuSigned by:  
*Pooja Madhani*  
74206EA446AC47F...

By:

Signature

**Authorized Signatory**

**Acceptance**

I, **S Paras**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10  
Sealed Time: 2023.05.26 05:17:33 -07:00



**Deloitte Tax Services India Private Limited**  
Deloitte Tower Survey No. 41 Gachibowli Village, Ranga  
Reddy District, CIRCLE 3, Hyderabad - 500032,  
Telangana, India

Tel: +91 040 67621000  
www.deloitte.com

Mar 6, 2023

**Mr. Pradeep M**  
Gopal Reddy Kandigai Village, S.R Kandigai Post, Gummidipoondi Taluk, Tiruvallur District,  
Chennai, 601201  
India

**Subject: Offer of Employment**

**Dear Pradeep M:**

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Tax Consultant I** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **May 29, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **May 29, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **May 29, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within pre-defined boundary if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:00 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Gurugram and Bengaluru.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Pradeep**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

**For Deloitte Tax Services India Private Limited**  
Best regards,

DocuSigned by:  
*Pooja Madhavi*  
74206EA448AC47F...  
By: \_\_\_\_\_  
Signature

**Authorized Signatory**

**Acceptance**

I, **Pradeep**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Annexure A

Mr. Pradeep M

Tax Consultant I -

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance <sup>1a</sup> & <sup>1b</sup>	11,867	142,404
Leave Travel Allowance <sup>2</sup>	1,750	21,000
Differential Allowance	5,833	69,996
Meal Card <sup>3</sup>	2,200	26,400
Employer's contribution to PF	2,100	25,200
<b>Total Salary (in Rs.)</b>	<b>50,000</b>	<b>600,000</b>
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	3,014	36,167

\*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time. All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

**Annexure A**

<sup>1</sup>All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

**Employee Level -  
Tax Consultant I**

<sup>1a</sup> Communication Expenses	<sup>1b</sup> Fuel Expenses
<i>Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.</i>	<i>Petrol / Driver / Insurance / Repairs &amp; Maintenance</i>
<b>Rs./₹ 3,000/-</b> per month	<b>Rs./₹ 7,500/-</b> per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

Nature of Expenses	Own Vehicle -Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

<sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

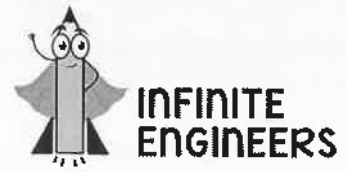
You may also be eligible to either a One-time Stipend or a temporary lodging basis joining the registered office location, you will receive a survey from Deloitte prior to your joining.

You may select the best option for availing the relocation assistance. If an employee who has availed this reimbursement decides to quit within 18 months from the date of relocation claim for whatever reason, the relocation reimbursement paid to the employee will be recovered in full, from the employee's full and final settlement.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

**INFINITE  
ENGINEERS  
OFFER  
LETTERS**



**Dear Kannappan**

We are overjoyed to extend to you our warm welcome to have you join the team **Infinite Engineers!** We are excited to embark on this journey together and can't wait to work with you on the **mission to create young creators.**

As a **Video Editor**, you will have the freedom and creative license to utilize your video editing skills to design and develop stimulating content that promotes children's interest in **STEAM.**


As a team, we consider ourselves as misfits and **problem solvers** to create a joyful education system where no one is left behind. what you create as a Video Editor will impact the next generation of creators and innovators.

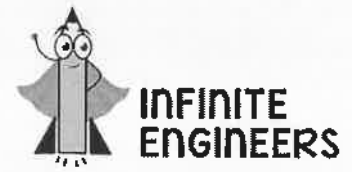
Your **first month will be considered a training period.** you will have a dedicated mentor to provide you with **guidance and support** as you become familiar with your role. We will also provide a stipend of **₹15000** during this period. Once we review your performance and team fit after 30 days we will confirm your **full-time role** and provide you with access to all our employee policies.

In the meantime, please feel free to reach out to HR at **careers@infiniteengineers.in**  
We can't wait to see all the amazing things we will achieve together!

**We welcome you to Infinite Engineers!**

Best regards,

  
**Jaikanth Chinnathambi**  
**Founder & CEO**  
**Infinite Engineers**



**Dear Lalith sencha**

We are overjoyed to extend to you our warm welcome to have you join the team Infinite Engineers! We are excited to embark on this journey together and can't wait to work with you on the **mission to create young creators.**

As a **Graphic Designer**, you will have the creative liberty to support the cause of inclusive education by contributing designs across various mediums. As a team, we consider ourselves as misfits and **problem solvers** to create a joyful education system where no one is left behind. what you create as a Graphic Designer will impact the next generation of creators and innovators.

Your **first month will be considered a training period.** you will have a dedicated mentor to provide you with **guidance and support** as you become familiar with your role. We will also provide a stipend of **₹15000** during this period. Once we review your performance and team fit after 30 days we will confirm your **full-time role** and provide you with access to all our employee policies.

In the meantime, please feel free to reach out to HR at **careers@infiniteengineers.in**  
We can't wait to see all the amazing things we will achieve together!

**We welcome you to Infinite Engineers!**

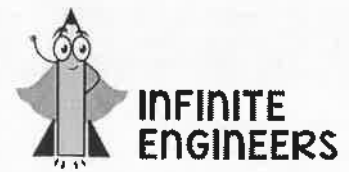
Best regards,

**Jaikanth Chinnathambi**  
**Founder & CEO**  
**Infinite Engineers**

INFINITUM LEARNING PRIVATE LIMITED

B4, Valayapathi Salai, Industrial Estate, Mogappair East, Chennai -

600037



Dear Ooviya. K

We are overjoyed to extend to you our warm welcome to have you join the team Infinite Engineers! We are excited to embark on this journey together and can't wait to work with you on the **mission to create young creators.**

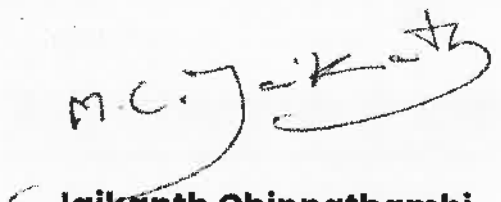
As a **Content Writer**, you will have the opportunity to collaborate with the curriculum and bring practical and engaging content development to innovative STEAM experiences for children. As a team, we consider ourselves misfits and **problem solvers** to create a joyful education system where no one is left behind. what you create as a Content Writer will impact the next generation of creators and innovators.

Your **first month will be considered a training period.** you will have a dedicated mentor to provide you with **guidance and support** as you become familiar with your role. We will also provide a stipend of **₹15000** during this period. Once we review your performance and team fit after 30 days we will confirm your **full-time role** and provide you with access to all our employee policies.

In the meantime, please feel free to reach out to HR at **careers@infiniteengineers.in**  
We can't wait to see all the amazing things we will achieve together!

**We welcome you to Infinite Engineers!**

Best regards,

  
**Jaikanth Chinnathambi**  
**Founder & CEO**  
**Infinite Engineers**

**E&Y**  
**OFFER**  
**LETTER**



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

**16 February, 2023**

**Mr AKASH V**  
**17, Madhavi street ,**  
**Kakkanji nagar ,Pattabiram,**  
**Chennai,**  
**Tamil Nadu - 600072**

**Contact No: 9345623352**  
**Email: Akashmukesh1812@gmail.com**

Dear AKASH,

**Subject: Letter of Intent**

With reference to the campus selection process and the subsequent interviews that you had with us, we are pleased to extend a letter of intent subject to the following terms and conditions:

**1. Position:**

You will be offered a position in "EY Global Delivery Services India LLP" (the "Firm").

**2. Date of joining and work location:**

Your date of joining the company and work location will be communicated to you at a later stage.

**3. Annual Fixed compensation:**

You shall be paid an annual total compensation of INR.3,83,250/- per annum. The annual total compensation includes variable pay bonus (VPB) and fringe benefits that are insurance and gratuity and this will be subject to applicable taxes as per the provision of IncomeTax Act & will be paid to you after deduction of income tax and other applicable taxes at source.

Variable pay bonus(VPB) is a pay for performance program where you will be eligible to participate and have a differential reward based on EY GDS, business unit and personal performance. This will be payable on or before 31 August 2023. This is subject to you being employed with the Firm as on the date of payment of Variable Pay Bonus. Employees who join the Firm during the year will be eligible for a prorated Variable Pay Bonus payment. The Variable Pay Bonus amount is subject to income tax deduction as per rules prescribed under the tax laws.

**4. Education Qualification:**

This letter of intent is subject to your successful completion of B.Sc exams by June 2023.

Please note that a detailed offer letter would be issued to you subsequently.

Looking forward to a mutually beneficial association.

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL - 2743) effective 30 November, 2017 Regd.Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India

**This file is signed using Digital Signature.**





Building a better  
working world

Thanking you.

Yours faithfully,

for **EY Global Delivery Services India LLP**

Signed By: Rahul Dasgupta

Reason: Offer Letter

Location: Bangalore

Date:02/16/2023 17:12:10

**Authorized Signatory**

EQ INDIA  
OFFER LETTER



EQ India

## OFFER LETTER

22-Jun-2023

Vishal R S

No: 23/357, 14th Street,  
Korattur, Tiruvallur - 600080

Dear Vishal,

**Sub.:** Offer to the post of **Analyst** in our Company;  
**Ref.:** Your personal interview at **Chennai** on 16-May-2023.

Congratulations on successfully completing your interview with us. Subsequent to your interview with us and upon assessing and evaluating your profile, we found your skills and competencies to be in line with our requirements. We, therefore, are pleased to extend this offer letter to you for the position of **Analyst** in our Operations Department. As mutually discussed and agreed, your offer of appointment shall be as per the terms and conditions detailed herein below:

1. Your probationary period shall be 6 months and upon satisfactory performance you shall be confirmed into the permanent role, designated as **Analyst**.
2. You will be located at **Chennai**. The position may be transferable to any other location of the Company in future.
3. You will be entitled to an all-inclusive compensation (Cost-to-Company) of **₹300,000.00/-** (Rupees Three Lakhs only) per annum.
4. Your working hours shall be for 9 hours, your shift timing starts anytime between 12.30 noon to 9.00 pm IST, which is inclusive of your break timings as well. However, you could be required to work additional hours depending on the projects undertaken by you and/or any business exigencies. Your work timings are susceptible to change, depending upon the working pattern of our US/UK/India counterparts and the discretion of the Company.
5. You are hereby requested to confirm your acceptance of this offer by signing and returning this letter by **25-Jun-2023**, failing which this offer letter shall stand rescinded. If you accept this offer, your joining date shall be **03-Jul-2023**. In the event of any change in the joining date, the same shall be intimated to you. The final and detailed letter of appointment shall be handed over to you within a week from your date of joining the Company.
6. You are requested to carry the following documents at the time of joining:



EQ India

- 6.1. Copies of your Aadhar, PAN Card and Passport
  - 6.2. Photocopies of your available academic qualification certificates.
  - 6.3. Three passport size photographs.
  - 6.4. Residential document proof.
  - 6.5. Educational Certificates.
  - 6.6. Pay Slips.
  - 6.7. Relieving Letters from previous organizations.
  - 6.8. Bank Account details.
7. This offer and the detailed letter of appointment which shall follow, are subject to you clearing certain checks ("Checks") which may include but shall not be limited to:
- 7.1. Background checks (such as checking all facts submitted to the Company in your curriculum vitae, application or otherwise);
  - 7.2. Reference checks;
  - 7.3. Credit checks (including requiring you to produce and/or enable the Company to procure your credit report from relevant authorised credit bureaus or organisations); and
  - 7.4. Medical examination(s), drug testing, biometrics and fingerprinting, as determined to be applicable or relevant by the Company from time to time.
8. These Checks are being conducted to ensure that all employees of the Company meet the required standards, especially given the sensitive nature of information available to the employees during the course of work.
9. By signing this offer letter, you confirm that you authorise the Company to collect, store, process and transfer (either itself or through affiliates or third parties) your personal data and your sensitive personal data for the purpose of ensuring compliance with Equiniti Group employee standards and for any other purposes considered appropriate or necessary by the Company. By signing this offer letter, you also consent to our transferring your personal data and sensitive personal data to any other entity within our group as well as to third parties for the above-mentioned purposes. All data shall be processed and transferred in accordance with the Company's data protection / privacy policy as may be amended from time to time.
10. A refusal to be subjected to the Checks shall be deemed as non-acceptance of this offer and all conditions notified herein becomes null and void. If the results of any of the Checks are in conflict with the information submitted or disclosed by you or reveal information or conduct that are considered by the Company to be detrimental to the interests, business, image or reputation of the Company, the Company may immediately withdraw this offer or terminate your employment without notice or payment in lieu thereof. The Company reserves the right to revoke or withdraw the offer that is made herein in given time.
11. Before the execution of the final and detailed letter of appointment (or the employment agreement, as the case may be) or before you send a signed copy of this letter, for any reasons as deemed fit by the Company, the Company has the right to terminate and / or revoke this offer letter. In the event of such revocation, the same shall be intimated to you in writing and this offer letter shall stand cancelled. You shall have no further rights against the Company for whatsoever reasons.



EQ India

## OFFER LETTER

22-Jun-2023

Vishal R S  
No: 23/357, 14th Street,  
Korattur, Tiruvallur - 600080

Dear Vishal,

**Sub.:** Offer to the post of **Analyst** in our Company;  
**Ref.:** Your personal interview at **Chennai** on 16-May-2023.

Congratulations on successfully completing your interview with us. Subsequent to your interview with us and upon assessing and evaluating your profile, we found your skills and competencies to be in line with our requirements. We, therefore, are pleased to extend this offer letter to you for the position of **Analyst** in our Operations Department. As mutually discussed and agreed, your offer of appointment shall be as per the terms and conditions detailed herein below.

1. Your probationary period shall be 6 months and upon satisfactory performance you shall be confirmed into the permanent role, designated as **Analyst**.
2. You will be located at **Chennai**. The position may be transferable to any other location of the Company in future.
3. You will be entitled to an all-inclusive compensation (Cost-to-Company) of **₹300,000.00/-** (Rupees Three Lakhs only) per annum.
4. Your working hours shall be for 9 hours, your shift timing starts anytime between 12.30 noon to 9.00 pm IST, which is inclusive of your break timings as well. However, you could be required to work additional hours depending on the projects undertaken by you and/or any business exigencies. Your work timings are susceptible to change, depending upon the working pattern of our US/UK/India counterparts and the discretion of the Company.
5. You are hereby requested to confirm your acceptance of this offer by signing and returning this letter by **25-Jun-2023**, failing which this offer letter shall stand rescinded. If you accept this offer, your joining date shall be **03-Jul-2023**. In the event of any change in the joining date, the same shall be intimated to you. The final and detailed letter of appointment shall be handed over to you within a week from your date of joining the Company.
6. You are requested to carry the following documents at the time of joining:



**EQ India**

- 6.1. Copies of your Aadhar, PAN Card and Passport
- 6.2. Photocopies of your available academic qualification certificates.
- 6.3. Three passport size photographs.
- 6.4. Residential document proof.
- 6.5. Educational Certificates.
- 6.6. Pay Slips.
- 6.7. Relieving Letters from previous organizations.
- 6.8. Bank Account details.

7. This offer and the detailed letter of appointment which shall follow, are subject to you clearing certain checks ("Checks") which may include but shall not be limited to:

- 7.1. Background checks (such as checking all facts submitted to the Company in your curriculum vitae, application or otherwise);
- 7.2. Reference checks;
- 7.3. Credit checks (including requiring you to produce and/or enable the Company to procure your credit report from relevant authorised credit bureaus or organisations); and
- 7.4. Medical examination(s), drug testing, biometrics and fingerprinting, as determined to be applicable or relevant by the Company from time to time.

8. These Checks are being conducted to ensure that all employees of the Company meet the required standards, especially given the sensitive nature of information available to the employees during the course of work.

9. By signing this offer letter, you confirm that you authorise the Company to collect, store, process and transfer (either itself or through affiliates or third parties) your personal data and your sensitive personal data for the purpose of ensuring compliance with Equiniti Group employee standards and for any other purposes considered appropriate or necessary by the Company. By signing this offer letter, you also consent to our transferring your personal data and sensitive personal data to any other entity within our group as well as to third parties for the above-mentioned purposes. All data shall be processed and transferred in accordance with the Company's data protection / privacy policy as may be amended from time to time.

10. A refusal to be subjected to the Checks shall be deemed as non-acceptance of this offer and all conditions notified herein becomes null and void. If the results of any of the Checks are in conflict with the information submitted or disclosed by you or reveal information or conduct that are considered by the Company to be detrimental to the interests, business, image or reputation of the Company, the Company may immediately withdraw this offer or terminate your employment without notice or payment in lieu thereof. The Company reserves the right to revoke or withdraw the offer that is made herein in given time.

11. Before the execution of the final and detailed letter of appointment (or the employment agreement, as the case may be) or before you send a signed copy of this letter, for any reasons as deemed fit by the Company, the Company has the right to terminate and / or revoke this offer letter. In the event of such revocation, the same shall be intimated to you in writing and this offer letter shall stand cancelled. You shall have no further rights against the Company for whatsoever reasons.



**EQ India**

12. This Offer letter and the contents herein shall remain confidential and you shall not disclose the same to any third party. In the event of any breach, the Company shall have the right to deal with it in any manner the Company may deem fit, without prejudice to its rights under law and equity.

This offer letter is issued in duplicate. Kindly submit one copy of this offer letter duly signed by you as a token of your acceptance of the same by (offer expiration date). Please feel free to contact the undersigned at (email or phone number of the HR) should you have any questions.

Looking forward to your response and having you on board with our team.

Regards,

EQ India

A handwritten signature in black ink, appearing to read 'Nikhil Raj', written over a horizontal line.

Nikhil Raj  
Director - Human Resource

I have fully read and understood the above, and hereby agree to the same.

Vishal RS



EQ India

## PART – A of ANNEXURE -1

EQUINITY INDIA PRIVATE LIMITED PAY DETAILS			
NAME	Vishal R S	DATE OF JOINING	03-Jul-2023
PROP TITLE	Analyst	DEPARTMENT	Operations

Components	Per Month (INR)	Per Annum (INR)
Basic	₹15,000.00	₹180,000.00
House Rent Allowance	₹0.00	₹0.00
Telephone Allowance	₹2,000.00	₹24,000.00
Meal Card	₹0.00	₹0.00
Leave Travel Allowance	₹0.00	₹0.00
NPS	₹0.00	₹0.00
Special Allowance	₹4,469.50	₹53,634.00
Statutory Bonus	₹0.00	₹14,994.00
Gross Salary (A)	₹21,469.50	₹272,628.00
Provident fund (B)		₹21,600.00
ESI (C)		₹0.00
Gratuity (D)		₹5,772.00
Cost To Company (CTC) E = A + B + C + D		₹300,000.00

The statutory bonus for the year will be paid in four instalments, i.e., June, September, December & March, subject to you being employed in the Company and fulfilment of all terms & conditions as per the Appointment letter.



**EQUITAS**  
**OFFER LETTER**



DG VAISHNAV  
COLLEGE  
Arambakkam, Chennai - 609 106

Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

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## Final Placements - Equitas

---

Arun Karthik R <arunkarthikr@equitasbank.com>

Tue, Mar 21, 2023 at 1:47 PM

To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

Cc: Faizul Ahamed N S <faizulahamedns@equitasbank.com>

Dear Team,

We are pleased to inform the selection of **Selvalakshmi D** as a result of our campus interviews for 'Content Writer' profile.

Kindly acknowledge and ensure she signs-out of further placement processes.

Please share her college ID / roll number for our records.

[Quoted text hidden]

**HR-TAD/Rec/Campus/2022-23**

21 March 2023

Pranav,  
Candidate ID: 157597  
B.COM  
D.G.Vaishnav College,Chennai

Dear Sir/ Madam,

**Sub: Empanelment to the post of Associate in Non-Officer (Clerical) Cadre for Branch Banking Role**

***Hearty Congratulations...!***

We are happy to inform you that you have come out successful in the recruitment process conducted on 09/03/2023 for the post of Associate in Non-Officer (Clerical) Cadre for Branch Banking Role. Accordingly, you are provisionally empanelled for absorption in Bank's service as Associate in Non-Officer (Clerical) Cadre for Branch Banking Role subject to detailed verification of documents submitted by you, background verification and other terms & conditions to be intimated separately.

If at any stage it is found that you are ineligible for the applied post, your candidature is liable to be cancelled at any stage, without notice & compensation.

In this assignment you shall be placed in any of the Branches/Offices of the Bank as per administrative requirements. You will be on a probation period of 6 months from the date of joining and is expected to execute a Service Level Agreement for minimum period of two years.

We take this opportunity to welcome you to join our innovative and dynamic team to begin an excellent career. We are sure you will find the career at Federal Bank both enriching and challenging. The offer letter for appointment will be sent to you separately..

***Once again hearty congratulations on your achievement. Wishing you all success and a wonderful life ahead....!***

Warm Regards,

**Senior Vice President (HR)**



**20-Oct-2023**

**Mr. Surya S  
Chennai**

**Offer Letter as Trainee under Supply Chain Certification Program (SCCP)**

**Dear Mr. Surya S,**

This is with reference to your application and the subsequent discussions you have had with us, we are pleased to appoint you as **'Trainee - SCCP'** under our **'Supply Chain Certification Program (SCCP)** with effect from **30-Oct-2023** on the following terms and conditions:

1. During your training you will be paid a consolidated stipend of INR **30,000 /-** (**Rupees Thirty Thousand**) per month on a pro-rata basis, based your attendance on working days of the establishment. You will not be entitled to any other allowances.
2. Your initiation place of posting will be at **Sholingalur**.
3. You will undergo training for a period of two years from **30-Oct-2023 to 29-Oct-2025**. On completion of this period your training will automatically come to an end.
4. The objectives of our 'Supply Chain Certification Program' are to impart skills with respect to Supply Chain Operations management to the educated youth in the country, provide them with an opportunity to gain experience and thus enhance their employment potential.
5. You will be governed by all the rules and regulations of the Company including for employment, hours of work, holidays, leave, discipline and general work practices applicable to the establishment / Location where you are posted for work and as amended from time to time.
6. As per the policy of the Company, we expect all our trainees to devote their full-time attention and effort to the business of the Company and to continuously develop their professional skills in the mutual interest of the individual as well as the Company. We clearly disapprove of any trainee directly or indirectly engaging himself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. The only exception that is permitted in this regard is honorary services that may be rendered by the trainee on a reasonable and part-time basis, without interfering with the responsibilities entrusted to him by the Company, in regard to:
  - a. Social & Community Services
  - b. Professional Services
  - c. Sports and Welfare
  - d. Educational Activities

If however, any of these activities are proposed to be taken up, prior written permission of the Company should be obtained.

**InstaKart Services Private Limited**

Buildings Alyssa, Begonia & Clover, Embassy Tech Village, Outer Ring Road, Devarabeesanahalli Village, Bengaluru - 560103, Karnataka, India.

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7. You must always act in the best interest of the Company and respect all property, material and documentation of the Company. You shall be solely responsible for the manner in which you will perform your services.

8. In the course of your training, you will come to possess information connected with our business operations, business processes, financial and other matters relating to the Company's business etc. All such information shall be held by you in the strictest of confidence and it shall not be divulged to outsiders during your training with the Company or thereafter. You shall not, unless directed by the company, either during your training period or thereafter disclose, divulge, or communicate to any person or persons whatsoever any information of a secret or confidential character relating to the trade or business of the Company or of the Associated Companies or to the strategies, plans, methods, process, appliances, machinery or plant used by them, or by any of them or to any activities or experiments made by them, or any of them, or by any persons in their employ, or relating to the prices paid or charged by, or the customers or suppliers of the Company or its Associated Companies.

9. In the event of your acting in any manner contrary to or in breach of this engagement letter during the course of your training with the Company or thereafter, the Company will be at the liberty to initiate appropriate action to safeguard the interest of the Company.

10. You will not undertake either directly or indirectly any activity which is contrary to or inconsistent with your obligations to the Company or in the Company's interest.

11. Your training is subject to you being medically fit. On being found medically unfit, your training are liable to be terminated. Further, the training is also subject to background checks/ verification (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by Flipkart or an appropriate third party, and the results of such background checks being favorable in Flipkart's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on the notice by Flipkart.

12. During the course of training, your services are transferable to any of the existing establishments / location of the Company as well as to any new establishments / locations that may be set up by the Company in future at the discretion of the Company without any extra remuneration. You are also liable to be transferred from one department to another department at the discretion of the Company.

13. During your training period, you shall not engage in any conduct, or cause the Company to engage in any conduct that would result in the Company's breach or violation of any agreement, law, ordinance or regulation.

14. The Company reserves the right in its absolute discretion to deduct from your salary or other benefits payable to you or require payment from you any money which you directly or indirectly owe to the Company.

15. In the course of your training, you may be given tools, access to our system or softwares/ applications, stationery and other materials for the purpose of being used while undergoing training. You shall be responsible for the safekeeping, appropriate usage and rendering account of such materials in your possession. In the event of your training coming to an end, you shall return all such tools, materials etc before you are relieved from the services of the company. In case you fail to account for and return such materials within seven days of your training coming to an end, the company will be at liberty to recover the

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cost of the materials as per the accounts available with it from the amounts due to you on account of stipend, reimbursement of expenses and any other such dues. Besides, the company will also be at liberty to initiate appropriate proceedings in case recovery of the cost is not possible for any reason.

**16. The Company is not liable to provide you the employment nor you will claim any employment with the Company post completion of the training.**

17. The Company expressly disclaims any liability including criminal liability which may arise to the Company as a result of any of your unlawful acts or deeds and you further agree to keep the Company indemnified against all claims and liabilities which may arise there under.

18. If one or more of the provisions in this Offer Letter are deemed void by law, then the remaining provisions will continue in full force and effect. Any dispute that may arise between the Company and you in relation to your employment with the Company shall be subject to Bangalore jurisdiction only.

19. Any dispute arising out of and/or related to your training shall be subject to Bangalore jurisdiction only.

20. You are requested to sign in the space provided below and return one copy of this letter as token of your acceptance.

21. Your training may be terminated at the instance of either party, only by giving to the other party 7 days prior written notice. Provided that the Company may if it shall so choose pay 7 days prior written notice or stipend in lieu thereof.

Yours sincerely,

**For InstaKart Services Private Limited**

**Richa Verma  
Senior Director**

I accept the above terms and conditions and shall abide by them.

**Name: Surya S**

"This is an electronically generated document, hence will not be printed on letter head material."

**InstaKart Services Private Limited**

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**Annexure I**

**Annexure I: Your Stipend Summary**

**Name : Surya S**  
**City : Chennai**

<b>Stipend Structure</b>	<b>INR Annually</b>
Total Stipend (A)	3,81,600
Stipend	3,60,000
Provident Fund (Employer's Contribution)	21,600
Total Cash Compensation (C = A+B)	3,81,600
Benefits Cost (D)	17,316
Gratuity	17,316
Cost To Company (E = C + D)	3,98,916

**Note:**

- Employer's Contribution to Provident Fund (maximum 12% on 1,80,000/- of Stipend per annum)
- Gratuity is at 4.81% of your Stipend and its payable on separation, subject to completion of 5 years of service in the company with the prevailing acts.
- Any tax liability arising out of these allowances, perquisites and reimbursements will be borne by the trainee.

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Flipkart



**Anti-Corruption Screening Form**

*(to be completed by in-scope applicants as defined in the Anti-Corruption HR Screening Plan, v. 2020)*

*Notice to Applicants: The information collected herein is part of the application process, is being collected to determine if you have any conflicts of interest that may present a corruption risk or an appearance of improper influence for the position that you are applying for, and the Company reserves the right to ask for additional information beyond what is asked in this application. Furthermore, by completing this application, the applicant agrees that if subsequent developments cause the information reported herein to be no longer accurate or complete, the applicant will immediately notify the Company regarding a change in circumstances. By providing this information, the applicant certifies that the statements and information contained in this submittal are true, accurate, and complete. Any misrepresentation or concealment of information may result in the employment termination in accordance with market-specific policies.*

*The information collected on this form is used for recruiting and employment purposes.*

**1. Have you been employed by a Government Entity within the last two years, or are you currently employed by a Government Entity, or do you anticipate holding a government position/title within the next 12 months?**

A Government Entity is any government department, agency, ministry, instrumentality, entity, political party, political campaign, state-owned enterprise, public international organization, recognized traditional or tribal council, or recognized traditional or royal family. In the case of political party candidacy or position, please state the office for which you are running or hold/held (ex. mayor), but do not identify the political party affiliation.

**No**

**InstaKart Services Private Limited**

Buildings Alyssa, Begonia & Clover, Embassy Tech Village, Outer Ring Road, Devarabeesanahalli Village, Bengaluru - 560103, Karnataka, India.

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Flipkart



**Anti-Corruption Screening Form**

*(to be completed by in-scope applicants as defined in the Anti-Corruption HR Screening Plan, v.2020)*

*Notice to Applicants: The information collected herein is part of the application process, is being collected to determine if you have any conflicts of interest that may present a corruption risk or an appearance of improper influence for the position that you are applying for, and the Company reserves the right to ask for additional information beyond what is asked in this application. Furthermore, by completing this application, the applicant agrees that if subsequent developments cause the information reported herein to be no longer accurate or complete, the applicant will immediately notify the Company regarding a change in circumstances. By providing this information, the applicant certifies that the statements and information contained in this submittal are true, accurate, and complete. Any misrepresentation or concealment of information may result in the employment termination in accordance with market-specific policies.*

*The information collected on this form is used for recruiting and employment purposes.*

**2. Do you have any family members who are Government Officials or are employed by a Government Entity?**

Family members include parents, children, siblings, spouses, and spousal equivalents. A Government Official is: (i) any officer or employee of a Government Entity; (ii) any person acting in an official capacity for or on behalf of a Government Entity; or (iii) any candidate for a public office position or any person acting in an official capacity for or on behalf of the candidate; or (iv) any officer or employee of a private bank.

**No**

**Applicant Name : Surya S**

**Signature:**

**InstaKart Services Private Limited**

Buildings Alyssa, Begonia & Clover, Embassy Tech Village, Outer Ring Road, Devarabeesanahalli Village, Bengaluru - 560103, Karnataka, India.

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**Certificate Of Completion**

Envelope Id: D3097360801B4EB88A04F014EDECFE54  
 Subject: Offer for Surya S - InstaKart Services Private Limited  
 Source Envelope:  
 Document Pages: 6  
 Certificate Pages: 5  
 AutoNav: Enabled  
 EnvelopeId Stamping: Enabled  
 Time Zone: (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi

Status: Sent

Envelope Originator:  
 Flipster Support  
 FLIPKART INTERNET PVT LTD,  
 Buildings Alyssa, Begonia & Clover, Embassy Tech  
 Village, Outer Ring Road, Devarabeesanahalli Villag  
 Bengaluru, Bengaluru 560103  
 flipster.support@flipkart.com  
 IP Address: 20.204.143.95

**Record Tracking**

Status: Original  
 10/23/2023 4:57:19 PM

Holder: Flipster Support  
 flipster.support@flipkart.com

Location: DocuSign

**Signer Events**

Surya S  
 msureshlla@gmail.com  
 Security Level: Email, Account Authentication  
 (None)

**Signature**

**Timestamp**

Sent: 10/23/2023 4:57:21 PM  
 Viewed: 10/23/2023 5:07:52 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 10/23/2023 5:07:52 PM  
 ID: 11978868-548c-470d-b6c6-69bc40105641

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

**Certified Delivery Events**

**Status**

**Timestamp**

**Carbon Copy Events**

**Status**

**Timestamp**

Arunkumar Aruchamy  
 arunkumar.aruchamy@flipkart.com  
 Security Level: Email, Account Authentication  
 (None)

**COPIED**

Sent: 10/23/2023 4:57:20 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Cruz David S  
 cruz.s@flipkart.com  
 Security Level: Email, Account Authentication  
 (None)

**COPIED**

Sent: 10/23/2023 4:57:21 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Offer Confirmation  
 offerconfirmation@flipkart.com  
 Security Level: Email, Account Authentication  
 (None)

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Arunkumar Aruchamy  
arunkumar.aruchamy@flipkart.com  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Dhanasekar  
dhanashekar.i@flipkart.com  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	10/23/2023 4:57:20 PM
Certified Delivered	Security Checked	10/23/2023 5:07:52 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Test Test (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

**How to contact Test Test:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [flipster.support@flipkart.com](mailto:flipster.support@flipkart.com)

**To advise Test Test of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [flipster.support@flipkart.com](mailto:flipster.support@flipkart.com) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to [flipster.support@flipkart.com](mailto:flipster.support@flipkart.com) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [flipster.support@flipkart.com](mailto:flipster.support@flipkart.com) and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this **Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES** document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Test Test as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Test Test during the course of my relationship with you.

**FULLETRON  
OFFER LETTER**

**Private & Confidential**

Date :16-May-2023  
Emp ID :210522  
Mr.Sarathy K

Our Values



Integrity



Collaboration



Innovation



Diversity



Excellence



Agility

Dear Sarathy,

**LETTER OF APPOINTMENT**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you in our organization as **Management Trainee** initially based at **TN-Chennai-Regional Office** with effect from **15-May-2023** on the following terms and conditions:

1. You will be reporting to **Rajesh Raja K.**
2. **Salary, Allowances & Benefits:** You will be paid salary, allowances and other benefits including statutory entitlements like Provident Fund, details of which are provided in **Annexure I** to this document. Your Total Fixed Pay (TFP) will be **Rs. 600,000 (Six Lac)**. The Company reserves the right to change the components of your TFP from time to time.

Please note employees joining on or before 1st October of the financial year will be eligible to receive Fixed Pay Increases. In addition, employees covered under annual bonus plan and joining before 1st January of the financial year will be eligible to receive a pro-rated variable pay basis performance.

Any future increments in salary and alterations thereto will be made at the discretion of the Company, based on individual merits and the Company performance.

3. The Company does not follow a probationary review process. Your services with the company will be deemed as confirmed upon joining.
4. Though you have been engaged for a specific position, the Company reserves the right to determine type and range of work you may be subsequently called upon to perform including varying the terms and conditions of service based on business needs from time to time. You will abide by all applicable service conditions, rules, regulations and procedures laid out in this document or any other document issued by the Company from time to time.
5. You may be transferred within the Company or the Company's direct and indirect subsidiaries, firms or limited partnerships or any other entities which are controlled by

Fullerton India Home Finance Co. Ltd.

Corp Off: Floor 6, B Wing, Supreme Business Park, Supreme City, Powai, Mumbai 400 076

Regd Off: Megh Towers, Floor 3, Old No. 307, New No. 165, Poonamallee High Road, Madhavoyal Chennai 600 095

E: grihashakti@fullertonindia.com | www.grihashakti.com | Toll free No. 1800 102 1003 | CIN: U65922TN2010PLC076972



FFH and/or the Company to any place where the company has its business and/or offices or may in future have its business and/or offices on terms and conditions applicable to that business location or establishment.

6. You will be in exclusive employment of the Company and will not be employed by any other company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the Company.
7. Due to the nature of your work you will handle confidential information of the Company, its affiliates and clients. It is a condition of employment that you will observe and maintain secrecy and confidentiality of information relating to Company processes, operations, procedures and transactions. You will not either during your employment with the Company, except as required in the ordinary course of your duties with the company and at all times after the cessation of your employment for any cause whatsoever, directly or indirectly disclose, utilize, divulge, authorize or permit to be disclosed for your own benefit or for any other person or organization such information which you may have acquired as a result of your employment with the Company, to anyone not properly entitled thereto, any trade secrets, know-how and any confidential information relating to the business or financial conditions of the Company or its affiliates or its clients.
8. You shall not engage in any activity which is prejudicial to the reputation of the Company or any Related FFH Group Entity or shall not knowingly make, publish or issue any negative or offensive or disparaging statements concerning the Company or any Related FFH Group Entity or any of their officers or employees.
9. **Cessation of Service & Notice Pay:** Your services with the Company may be terminated by either party giving 90 days notice. Cessation of Service & notice period will be governed by the Company Exit Policy. The Company may either retain you during all or part of the notice period or pay you in lieu of notice your salary for that part of the notice period for which you are not retained. Notice salary will be calculated on your last drawn total fixed pay.

During the continuation of notice period, the Company in its sole discretion may advise you to remain on garden leave and may require you to attend office only on specific advise by the Company during such period. The Company can further remove your access to the Company premises and Computer systems and may require you to handover any property belonging to the Company. You shall observe all the rules & regulations of the Company throughout the notice period and any period that you are on garden leave.

The company reserves the right at all times to terminate your services forthwith without notice or compensation in lieu of notice:

- a) If you should be guilty of misdemeanor, fraud, dishonesty, misconduct of any nature, negligence or breach of any of the terms of this offer or any other existing terms and conditions of service, rules or regulations laid down by the Company from time to time for all members of its staff.
- b) If you are incapacitated by ill-health (physical or mental) or by accident from fully performing your duties in the Company for an aggregate period of more

**GODREJ  
CAPITAL  
OFFER  
LETTER**



Placement Cell DG Vaishnav &lt;placement@dgvaishnavcollege.edu.in&gt;

**RE: Godrej Capital - 2023 | Campus Source | D. D. G. D. Vaishnav College - Select**

Shruti Kamath &lt;shruti.kamath@godrejcapital.com&gt;

Thu, Feb 2, 2023 at 8:54 PM

To: Placement Cell DG Vaishnav &lt;placement@dgvaishnavcollege.edu.in&gt;

Cc: Amber Bawa &lt;amber.bawa@godrejcapital.com&gt;, Nayantara Karkhanis &lt;nayantara.k@godrejcapital.com&gt;

Dear Team,

Thank you for the great support in the entire selection process. We are happy to share that the below student has been selected for the opportunity with Godrej Capital.

1. Abinaya.S

Request you to please check with her and share **the email confirmation** on acceptance ASAP and no later than **12:00 PM Tomorrow – 03<sup>rd</sup> February'23** for the intent of offer to stand valid.

Look forward to building and fostering a strong relationship between Godrej Capital and your esteemed Institute.

In case of any queries or feedback please feel free to reach out to me.

Regards,

Shruti Kamath

---

**From:** Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>**Sent:** 01 February 2023 21:51**To:** Shruti Kamath <shruti.kamath@godrejcapital.com>**Cc:** Nayantara Karkhanis <nayantara.k@godrejcapital.com>**Subject:** Re: Godrej Capital - 2023 | Campus Source | D. D. G. D. Vaishnav College - Process

[ EXTERNAL MAIL ]

Dear Shruthi,

Thank you for your mail. **Nachiappan S** will not be attending the interview tomorrow due to personal issue. The rest three candidates will be attending the interview as per the schedule.

With Best wishes

M.Balamuralikrishnan

Placement cum Liaison Officer

D.G.VAISHNAV COLLEGE (AUTONOMOUS)

#833 E.V.R Periyar Highroad, Arumbakkam, Chennai 600106, Tamil Nadu.

**Phone:** 044-23635101/ 23635102 / 23635105 / **Mob:** +91 9840021743**email :** [placement@dgvaishnavcollege.edu.in](mailto:placement@dgvaishnavcollege.edu.in) **website :** [www.dgvaishnavcollege.edu.in](http://www.dgvaishnavcollege.edu.in)

On Wed, Feb 1, 2023 at 9:11 PM Shruti Kamath &lt;shruti.kamath@godrejcapital.com&gt; wrote:

Dear Team,

As discussed, we shall the Campus selection process **Tomorrow – Thursday - 02<sup>nd</sup> February'23 virtually (On Teams)**. Please find below list of students for the Personal Interview process for **Tomorrow**. We shall have the **Pre Placement Talk Process (PPT)** between **10:00 AM to 10:45 AM**. Followed by the **Personal Interview Process (PI)** (virtually) and in the below mentioned order **ONLY**. Two separate Microsoft Teams link for the same have been shared with you please share it with the below 4 students only.

Sr. No.	Full Name	PI Slot Details	PI Time Slot	MBA Institute Name
1	Preethi S	Panel 1	14:50 PM to 15:00 PM	DG Vaishnav (DDGDVC), Chennai
2	Nishanth P	Panel 1	15:00 PM to 15:10 PM	DG Vaishnav (DDGDVC), Chennai
3	Nachiappan S	Panel 1	15:10 PM to 15:20 PM	DG Vaishnav (DDGDVC), Chennai
4	Abinaya S	Panel 1	15:20 PM to 15:30 PM	DG Vaishnav (DDGDVC), Chennai

In case of any queries please feel free to reach out to me.

Regards,

Shruti Kamath

From: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>  
 Sent: 01 February 2023 21:05  
 To: Shruti Kamath <shruti.kamath@godrejcapital.com>  
 Cc: Nayantara Karkhanis <nayantara.k@godrejcapital.com>  
 Subject: Re: Godrej Capital - 2023 | Campus Source | D. D. G. D. Vaishnav College

[ EXTERNAL MAIL ]

Dear Shruti,

PFA the database of the interested and eligible students database along with the resume for your reference. Kindly acknowledge and let us know about the further levels of the process. Awaiting your reply.

With Best wishes

M.Balamuralikrishnan

Placement cum Liaison Officer

D.G.VAISHNAV COLLEGE (AUTONOMOUS)

#833 E.V.R Periyar Highroad, Arumbakkam, Chennai 600106, Tamil Nadu.

Phone: 044-23635101/ 23635102 / 23635105 / Mob: +91 9840021743

email : [placement@dgvaishnavcollege.edu.in](mailto:placement@dgvaishnavcollege.edu.in) website : [www.dgvaishnavcollege.edu.in](http://www.dgvaishnavcollege.edu.in)

On Tue, Jan 17, 2023 at 6:06 PM Shruti Kamath <shruti.kamath@godrejcapital.com> wrote:

Dear M Balamuralikrishnan,

Hope you are doing well. Further to our interaction, writing this email to you.

**Godrej Capital** is Godrej's nascent foray into the financial services sector, and is the holding entity for Godrej Housing Finance (an HFC) and Godrej Finance Limited (an NBFC). As we continue to grow and expand as a business, campus hiring will be a key area of focus for us to explore.

With view to strengthening our partnership we seek your support in offering lateral roles with us to your current batch of students.

We are looking to hire for 03 of our roles;

#### 1. 'Sales Manager – Business Loans'

##### Requirements:

- Batches we are looking to hire – **2023 Pass-outs ONLY**
- Programme – Full Time MBA/PGDM with specialisation in Sales/Marketing/ Finance or General Management **ONLY**
- Job Profile Attached
- Experience – 1 to 2 years of relevant experience in Sale of Business Loans (**Preferred**)
- CTC we intend to offer for this role would be **up to 06 lacs p.a (Fixed) (subjective to experience and other parameters)**
- Various key locations

#### 2. 'Assistant Manager – LAP' (ALUMNI)

##### Requirements:

- Batches we are looking to hire – **2018 / 2019 / 2020 Pass-outs ONLY**
- Programme – Full Time MBA/PGDM with specialisation in Sales/Marketing/ Finance or General Management **ONLY**
- Job Profile Attached
- Experience – 2 to 4 years (**Mandatory**) of relevant experience in Sale or LAP Products (**Preferred**)
- CTC we intend to offer for this role would be **up to 15.0 lacs p.a (Fixed) (subjective to experience and other parameters)**
- Various key locations

#### 3. 'Assistant Manager – BL' (ALUMNI)

##### Requirements:

- Batches we are looking to hire – **2018 / 2019 / 2020 Pass-outs ONLY**
- Programme – Full Time MBA/PGDM with specialisation in Sales/Marketing/ Finance or General Management **ONLY**
- Job Profile Attached
- Experience – 2 to 4 years (**Mandatory**) of relevant experience in Sale of Business Loan (**Preferred**)
- CTC we intend to offer for this role would be **up to 15.0 lacs p.a (Fixed) (subjective to experience and other parameters)**
- Various key locations

Request if you can collate and share the interested list of applications in the attached excel sheet format by 19<sup>th</sup> Jan'23 EOD. Also, as discussed, please float the 02 Alumni opportunities amongst your alumnus student network.

*Look forward to building and fostering a strong relationship between Godrej Capital and your esteemed Institute.*

*In case of any queries or feedback please feel free to reach out to me.*

Regards,

Shruti Kamath

\*\*\*\*\*

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GODREJ GROUP OF COMPANIES

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GODREJ GROUP OF COMPANIES

\*\*\*\*\*

**GODREJ AND  
BOYCE  
OFFER LETTER**



**DG VAISHNAV  
COLLEGE**  
Anushaktam Chennai - 600 106

Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

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## Interview Results : Godrej & Boyce - Campus 2023 | GT J - D G Vaishnav college

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Sameeta Khambe <sameetak@godrej.com>

Tue, Mar 14, 2023 at 11:46 AM

To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

Cc: Reena Lakra <rl@godrej.com>, RACHNA BHUSE <rachna@godrej.com>, Snehal More <moresne@godrej.com>



Dear TPO,

We are glad to confirm the **selection** of the following candidates as part of the Campus Recruitment Process held on 02<sup>nd</sup> March 2023 at Chennai.

Tharani R.S	D G Vaishnav College
P. Shathish	D G Vaishnav College
Pradeep R	D G Vaishnav College
G.A Bharath	D G Vaishnav College
Kishore Venkats	D G Vaishnav College
Jagadeesh U	D G Vaishnav College

The joining of the candidate is subject to successful completion of the documentation process & medical fitness at the time of joining.

As a next step, we will be connecting with the selected students for initiating documentation & Pre-employment medical examination.

**Request you to communicate the selection to the selected candidates and confirm their 'Offer Acceptance' by replying to this mail.**

**Also, kindly sign them out of any other companies' placement process.**

Also, the below students have been **Waitlisted**. If any new position comes up or there are any backouts, Waitlisted student will be considered for the same.

M S Lakshman Kumar	D G Vaishnav College
Vishwanathan R	D G Vaishnav College
R.Moulidharan	D G Vaishnav College

Shyam Sundar G	D G Vaishnav College	Second Interview to be scheduled
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Akshaya E P	D G Vaishnav College	Second Interview to be scheduled
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Kindly note, further selections will be communicated through a separate email.

In case of any queries, the candidate can reach out to the undersigned OR Ms. Rachna Bhuse (9821490425, rachna@godrej.com )

Please acknowledge the receipt of this mail.

Regards,

Sameeta Khambe

Personnel and Administration Department | Godrej & Boyce Mfg. Co. Ltd. | Plant 11, Pirojshanagar, Vikhroli, Mumbai-400079, Maharashtra, India  
Tel: +91-22-67961431 | www.godrej.com

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**GRADSQUARE  
OFFER  
LETTERS**



03<sup>rd</sup> April 2023

To

Ms. Akshaya K

9/152 'B' Type,

47th Street, Sidco Nagar,

Villivakkam,

Chennai-600049

Dear Akshaya,

**Offer Letter**

With reference to our last interview and subsequent conversation we are delighted to extend an offer to join us as Customer Relationship Manager on the following terms and conditions.

**LOCATION OF POSTING**

Your present place of posting is Chennai, Tamil Nadu. Your services are liable to be transferred to any of our units or associates across India.

**RENUMERATION**

Your fixed salary on appointment per annum will be 3 lakhs per annum, with upto 1 lakhs per annum variable.



### **LEAVE**

You would be entitled to leave of 21 working days per annum after completion of a period of 12 months service with the organisation.

### **NOTICE PERIOD**

The duration of your training will be for two months. However, the organisation can terminate your services forthwith without any notice and compensation if you are found guilty of any gross negligence, misconduct, breach of trust or any other act which is likely to damage the organisation's interest and reputation. This period of training may be curtailed or extended at the Management's discretion. During the period of training or extended training as the case may be, either of us can terminate this contract by giving 24 hours' notice to the other party.

### **JOINING TIME**

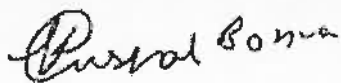
You would endeavor to join at the earliest but not later than 01<sup>st</sup> June 2023.

As a confirmation of the acceptance of the above-mentioned terms and conditions, please sign and return the duplicate copy of this letter together with the HR Management Form, duly completed.

Best wishes!

Yours truly,

For GS Associates (GradSquare)



Kushal Bohra

Director

Sales & Operations

**GRT  
OFFER  
LETTER**



Shyam Sundar 9 Mar



to Prarthana ▾

Thank you Mam.

On Thu, 9 Mar, 2023, 5:26 pm Prarthana K,  
<prarthana.k@grtjewels.com> wrote:

**Dear Shyamsundar ,**

Greetings from GRT Jewellers!

Congratulations !

We are delighted to inform you that you are selected in our campus recruitment process - 2023 . We are pleased to offer you the position of "**Associate -Audit**" in our organization. The further process and joining formalities will be based on your confirmation regarding your date of joining.

—

Thanks & Regards,

Prarthana K

HR Executive

GRT Jewellers India (P) Limited



Tel: 044-23461515 | Ext: 2332

prarthana.k@grtjewels.com <http://www.grtjewels.com/>

21, Coats Road (North Usman Road),  
T. Nagar, Chennai - 600017



**GUIDE HOUSE  
OFFER LETTER**





Placement Cell DG Vaishnav &lt;placement@dgvaishnavcollege.edu.in&gt;

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**Guidehouse Campus Drive Final Selects - DG Vaishnav**

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Malavika Balachandran &lt;mb@guidehouse.com&gt;

Tue, Mar 21, 2023 at 12:12 PM

To: "placement@dgvaishnavcollege.edu.in" &lt;placement@dgvaishnavcollege.edu.in&gt;

Cc: Riya Thomas &lt;riya.thomas@guidehouse.com&gt;

Hi,

Greetings from Guidehouse !!

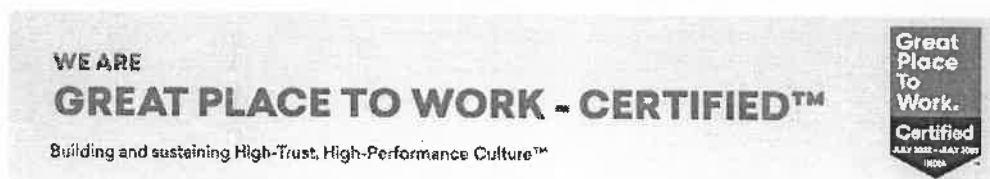
Please find the final shortlists for your reference

Thanks &amp; Regards,

Malavika B | Junior Officer HR - Talent Acquisition | | Guidehouse

2nd Floor, Cambridge Tower, Ramanujan IT SEZ, Tharamani - 600113

Chennai, India

Mob - 8078108616 | [www.guidehouse.com](http://www.guidehouse.com)

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 **DG VAISHNAV - 2023.xlsx**  
13K

**HDFC BANK  
OFFER LETTER**



**DG VAISHNAV  
COLLEGE**  
Avanishikata, Chennai - 600 106

Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

## HDFC Bank Campus Recruitment, Chennai, Batch - 2022-2023

**RAYMOND ARTHUR WILLIAMSON** <raymond.williamson@hdfcbank.com>  
To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>  
Cc: SenthilKumar D <Senthilkumar.D@hdfcbank.com>

Thu, Jan 19, 2023 at 6:51 PM

Classification - Internal

Classification - Internal

Dear Placement Team,

Thanks for your kind support showed against the drive conducted today. Please find the selected candidates list below.

Post completion of the final semester and results, confirm us to proceed with the offer process.

S.No	Name	Status
1	Hariharan R	Selected
2	Kirthik S	Selected
3	Sandhyashree G K	Selected
4	Mohan Ram B	Selected
5	Ashwin Sai R	Selected
6	Praveen V	Selected
7	Srivathsan S	Selected
8	Sanjay S	Selected
9	Vishoth T	Selected
10	Varsha B	Selected

Thanks & Regards,  
Raymond Arthur Williamson  
Talent Acquisition Partner  
HDFC Bank Ltd, No:96, Prince Kushal Towers,  
1st Floor, A Wing, Anna Salai,  
Chennai - 600002

**From:** Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

**Sent:** Monday, January 2, 2023 2:14 PM

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

Classification - Internal

Classification - Internal

**HPE**  
**OFFER LETTER**



# Hewlett Packard Enterprise

**Global e-Business Operations Private Limited**  
1st floor, Hewlett Packard Enterprise  
SY No. 192, Whitefield Road, Mahadevapura Post  
Bengaluru- 560 048  
Karnataka  
India  
[www.hpe.com](http://www.hpe.com)

05/04/2023

Dear ABHILASH S/o Lakshmi Narayana O,

We are pleased to extend to you an offer of employment with Hewlett Packard Enterprise ("HPE" or the "Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks being conducted either by HPE or an appropriate third party and the academics results (you must have successfully completed your Bachelor's degree in year 2023). The results of such background checks being favorable in HPE's reasonable opinion, and If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HPE. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.


Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

We hope you choose to join Hewlett Packard Enterprise and look forward to hearing from you soon. Let's build the future together.

Thanking you

**Global e-Business Operations Private Limited; 1st Floor, Hewlett Packard Enterprise, SY No. 192,  
Whitefield Road, Mahadevapura Post, Bengaluru - 560 048  
Karnataka, India**

FOR Company

  
Sailesh A J Menezes  
Senior Director - Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

05/04/2023

ABHILASH

PLOT NO 1 RGP NAGAR EXTN PHASE 1 89 PERUMALPATTU VILLAGE VEPPAMPATTU

India

Dear ABHILASH,

Welcome to Hewlett Packard Enterprise! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you at Global e-Business Operations Pvt. Ltd. of Hewlett Packard Enterprise ("HPE" or the "Company"). Your date of appointment is effective from your date of joining, which shall be on 28/08/2023.

Your appointment at Global e-Business Operations Pvt. Ltd. is on the following terms and conditions:

## 1 Remuneration (Mainstream employees only)

Your annual total gross remuneration will be made up of the following components

### 1.1 Basic Salary

You will be eligible for a Basic Salary. The amount towards the basic salary is mentioned in Annexure (I) against "(A) Basic Salary".

### Variable Pay Bonus (VPB)

In addition to your salary, you will be eligible to participate in one of the Company's variable pay plans (all of which are subject to modification from time to time), as determined by the Company's management. Variable pay bonuses are discretionary and based on business and individual results, therefore the fact that you may have received such a payment at any one time does not mean that you have any right to receive further payments in the future. Employees may participate in only one variable pay plan at a time.

### 1.2. Allowances and Benefits Plan (ABP):

You will be eligible to receive benefits under the Allowances and Benefits Plan of the Company and the maximum cost to Company in providing such benefits shall not exceed the amount as mentioned in Annexure (I) against "(B) Allowances and Benefits Plan". A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

FOR Company

Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

### 1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund, as well as deduct an equivalent of 12% of your basic salary, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

### 1.4. Gratuity:

You will be eligible for Gratuity as defined under the payment of gratuity act and code on Social Security on implementation, which will be paid over and above the Base Salary.

### 1.5 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance as defined under Code on Social Security or applicable law, you will be eligible for coverage as per the said Act. Your share of contribution along with the Company's share of contribution will be remitted, as per the said Act.

### 1.6. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the Company policy.

### 1.7 Relocation Expenses

In the event of you having to relocate to your place of posting, the Company may agree to reimburse your relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount, if paid, is fully recoverable in the event you leave the Company within 12 months from your date of joining the Company. Reimbursement of relocation expenses are at the sole discretion of the Company.

## 2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: Sales Operations

Job Family: SOP-Sales Processing

Job Code & Job Title (Internal): 00035B - Sales Processing Associate II

Job Level: Primary

Salary Grade: M06

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Hewlett Packard Enterprise

## 2.2. Work Place

You are initially appointed to work in our office in Chennai . You may be transferred or required to travel for business/training at the sole discretion of the Company. You will normally be required to work from 8 30 AM – 5 30 PM, Monday through Friday. However, your actual working hours may vary according to the business activities of the Company. You agree to accept such hours of work without additional compensation, in accordance with applicable laws.

Your role is categorized as an Edge Worker pursuant to HPE's Global Edge-to Office program. By accepting this offer, you acknowledge your opportunity to request a copy of HPE's Global Edge Work Policy from your recruiter and confirm you have exercised that opportunity to the extent appropriate before accepting the offer. This policy and related resources will also be available to you in your required onboarding activities. Your role's categorization as an Edge Worker (rather than Office Worker) is subject to change by HPE at its sole discretion without prior notice (subject to any notice required under applicable law).

## 2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

## 2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another or one department/entity to another. Your services can also be transferred to any of the Company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

## 2.5 Retirement

You will retire from the services of the Company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

## 2.6 Notice for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the Company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the Company, the Company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Hewlett Packard Enterprise

writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. Your position with the Company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% ABP only.

The Company reserves the right not to require you to attend work or carry out your employment duties for all or part of the notice period.

In case of your material breach of the Offer letter and these Terms (together, Agreement), or any of the Company's policies, or in case of misconduct, the Company has the right to terminate your services without notice. Upon termination of your employment for whatever reason, you will immediately return to the Company all Company assets including books, documents, papers, materials, credit cards and other properties belonging to the Company which may be in your possession or under your power or control.

You will not at any time after termination of this Agreement, for whatever reason, represent yourself as being in any way connected with the affairs of the Company

### 2.7 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

### 2.8 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the Company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

### 2.9 General Conditions

1) Your working hours, additional working hours (if any), weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers. You hereby provide your consent for the same.

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

- 2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.
- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by Hewlett Packard Enterprise Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bengaluru shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.
- 7) You will be eligible for promotion /salary increases based on company & your performance goals as defined by the Company from time to time.
- 8) You will be eligible for Annual Health Check-up once in a year which will be communicated as per company policy.
- 9) A brief description of the roles and responsibilities has been shared with you separately as part of the hiring process. This applies to the current role only and is subject to change as per company policy.
- 10) Minimum wages provisions would apply as applicable.

**Enclosed:**

- a) Annexure (I) - Annualized Compensation & Benefit Statement
- b) Annexure (II) - Allowances and Benefit Plan
- c) ARCIPD

FOR Company

Saalesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

## Annualized Compensation & Benefits Statement – Annexure I

All figures are INR per annum

(A) Basic Salary Rs 132,000.00

(B) Allowances and Benefits Plan Rs 175,810.80

IND - Provident Fund Rs 15,840.00

IND - Gratuity @ 4.81% of Basic Rs 6,349.20

IND - Differential Gratuity Plan Rs 0.00

Company contribution to Gratuity @ 4.81% of basic salary under Payment of Gratuity Act or wages as defined under Code of Social Security on implementation.

**Total Cost to Company 330,000.00**

## Annexure II

### Allowances and Benefits Plan (ABP)

#### Flexible Allowances and Benefits Plan:

##### 1.a. Additional House Rent Allowance:

Up to 50% of Annual Basic can be allocated towards additional HRA

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord (OR)

1.b. Actual Rent paid towards Company Leased premises Supporting Documents: Lease Agreement

2. Children education allowance for maximum of 2 dependent children (Per child per month Rs.100) : Maximum Limit (per annum) - Rs.2,400

Supporting Documents: Declaration\*

3. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)

Maximum Limit (per annum) - Rs.7,200 Supporting Documents- Declaration\*

4. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday):

Maximum Limit (per annum): Rs. 26,400 Supporting Documents: As per program guidelines

FOR Company

Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Hewlett Packard Enterprise

5. Advance Bonus/Exgratia - For those earning basic salary up to Rs.21, 000/-pm Advance Bonus is paid towards payment of bonus under the Payment of Bonus Act, 1965 and Code on Wages as and when it is implemented. Those having basic salary above Rs.21, 000/-pm this amount will be treated as exgratia.

6. Personal Pay through Payroll - Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

7. Broadband and Telephone Reimbursement – Up to INR 24,000 per annum can be allocated.  
Supporting Documents: As per program guidelines

8. Please refer to the detailed policy documents available in the India benefits portal.

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities.

## Guidelines governing Allowances and Benefits Plan (ABP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme as defined under the Allowances and benefits plan and subject to available balance amounts under personal pay. The selection of benefits must be done in the Ceridian tool (Payroll vendor system).

2. The year for the purpose of this plan will be 1st April to 31st March.

3. While selection of the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:

- a) 25% of the annual kitty in Q1
- b) 25% of the annual kitty in Q2 & balance of Q1, if any
- c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
- d) 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 - April, May, June
- b) Q2 - July, August, September
- c) Q3 - October, November, December
- d) Q4 - January, February, March

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

Any unutilized amount in the kitty as on 31st March will be paid along with the March salary and tax recovered appropriately.

4. In the event of separation of an employee from the services of the Company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

5. The Company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

6. Components / benefits offered as part of ABP are subject to change based on amendments to applicable tax laws / rules and Company policies.

### Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

### Please note

- 1. Originals are required only for verification and will be returned back immediately
- 2. Please carry a printout of this letter when submitting the joining documents.
- 3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1. Relieving letter from previous employer:

Original required for verification - Yes

No of copies - Two

2. Letters supporting Employment viz., Offer letter, Service Certificate:

Original required for verification - Yes


No of copies - Two

3. Salary details of previous Employment:

Original required for verification - Yes

No of copies - Two

FOR Company

  
Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

4. Education Certificates or Mark sheets with Provisional Certificates – 10th to Highest Degree:

Original required for verification - Yes

No of copies - Two

5. Copy of PAN card/Application ID for PAN card applied:

Original required for verification - No

No of copies - One

6. Age Proof – Copy of Aadhaar Card or Passport or Pan card or Driving license:

Original required for verification - No

No of copies - One

7. Photo identity proof – Copy of PAN Card or Passport or Driving license:

Original required for verification - No

No of copies - One

8. Address Proof to open bank account for salary credit – Copy of Rental Agreement or Driving license or Voter's ID

If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name:

Original required for verification - Yes

No of copies - One

9. Four passport size color photographs.

Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy.

No other types of photographs would be accepted:

Original required for verification - Yes


No of copies - Four

10. NSR Registration Number:

Original required for verification - N/A

No of copies - N/A

FOR Company

  
Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Hewlett Packard Enterprise

11. Note down your parents' dates of birth for nomination in PF, Gratuity:

Original required for verification - N/A

No of copies - N/A

## HPE Employee Letter of Assurance Agreement

U.S. Export Controls on Technology Transfer:


I acknowledge that during my work for Hewlett Packard Enterprise (HPE) I may, directly or indirectly, receive or access software and/or technical data which HPE has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

Armenia  
Azerbaijan  
Belarus  
Burma (Myanmar)  
Cambodia  
Cuba  
Georgia  
Hong Kong  
Iran  
Iraq  
Kazakhstan  
Kyrgyzstan  
Laos  
Libya  
Macao (Macau)  
Moldova  
Mongolia  
North Korea (DPRK)

FOR Company

  
Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Hewlett Packard  
Enterprise**

- People's Republic of China (PRC)
- Russia
- Sudan (Khartoum)
- Syria
- Tajikistan
- Turkmenistan
- Ukraine
- Ukraine (Crimea Region)
- Uzbekistan
- Venezuela
- Vietnam
- Yemen

**Agreement Regarding Confidential Information and Proprietary Developments  
India**

ABHILASH

1. **Consideration and Relationship to Employment.** As a condition of my employment with Hewlett Packard Enterprise or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specific duration.

2. **Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company.

FOR Company



Saitesh A J Meneses  
Senior Director - Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. **Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. **Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

5. **Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. **Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.


7. **Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company.

I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

- (a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any customer of Company in pursuit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;
- (b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and
- (c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company.

As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product

FOR Company

  
Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business).

"Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. **Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements.

For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. **Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. **Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. **Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. **Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

## Global e-Business Operations Private Limited

1st floor, Hewlett Packard Enterprise  
SY No. 192, Whitefield Road, Mahadevapura Post  
Bengaluru- 560 048  
Karnataka  
India  
[www.hpe.com](http://www.hpe.com)

05/04/2023

Dear Pooja D/o Gurusubramani.S,

We are pleased to extend to you an offer of employment with Hewlett Packard Enterprise ("HPE" or the "Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks being conducted either by HPE or an appropriate third party. The results of such background checks being favorable in HPE's reasonable opinion, and If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HPE. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

We hope you choose to join Hewlett Packard Enterprise and look forward to hearing from you soon. Let's build the future together.

Thanking you

**Global e-Business Operations Private Limited; 1st Floor, Hewlett Packard Enterprise, SY No. 192, Whitefield Road, Mahadevapura Post, Bengaluru – 560 048  
Karnataka, India**

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

05/04/2023

Pooja G

B-3/13, Mehta shivam apts, Vandiamman koil street, Padikuppam road, chennai 107

Chennai India 600107

Dear Pooja,

Welcome to Hewlett Packard Enterprise! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you at Global e-Business Operations Pvt. Ltd. of Hewlett Packard Enterprise ("HPE" or the "Company"). Your date of appointment is effective from your date of joining, which shall be on 28/08/2023.

Your appointment at Global e-Business Operations Pvt. Ltd. is on the following terms and conditions:

## **1 Remuneration (Mainstream employees only)**

Your annual total gross remuneration will be made up of the following components

### **1.1 Basic Salary**

You will be eligible for a Basic Salary. The amount towards the basic salary is mentioned in Annexure (I) against "(A) Basic Salary".

### **Variable Pay Bonus (VPB)**

In addition to your salary, you will be eligible to participate in one of the Company's variable pay plans (all of which are subject to modification from time to time), as determined by the Company's management. Variable pay bonuses are discretionary and based on business and individual results, therefore the fact that you may have received such a payment at any one time does not mean that you have any right to receive further payments in the future. Employees may participate in only one variable pay plan at a time.

### **1.2. Allowances and Benefits Plan (ABP):**

You will be eligible to receive benefits under the Allowances and Benefits Plan of the Company and the maximum cost to Company in providing such benefits shall not exceed the amount as mentioned in Annexure (I) against "(B) Allowances and Benefits Plan". A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

### **1.3. Provident Fund:**

FOR Company

Sairesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Hewlett Packard Enterprise

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund, as well as deduct an equivalent of 12% of your basic salary, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

## 1.4. Gratuity:

You will be eligible for Gratuity as defined under the payment of gratuity act and code on Social Security on implementation, which will be paid over and above the Base Salary.

## 1.5 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance as defined under Code on Social Security or applicable law, you will be eligible for coverage as per the said Act. Your share of contribution along with the Company's share of contribution will be remitted, as per the said Act.

## 1.6. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the Company policy.

## 1.7 Relocation Expenses

In the event of you having to relocate to your place of posting, the Company may agree to reimburse your relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount, if paid, is fully recoverable in the event you leave the Company within 12 months from your date of joining the Company. Reimbursement of relocation expenses are at the sole discretion of the Company.

## 2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: Sales Operations


Job Family: SOP-Sales Processing

Job Code & Job Title (Internal): 00035B - Sales Processing Associate II

Job Level: Primary

Salary Grade: M06

FOR Company

  
Suresh A J Menezes  
Senior Director - Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

## 2.2. Work Place

You are initially appointed to work in our office in Chennai. You may be transferred or required to travel for business/training at the sole discretion of the Company. You will normally be required to work from 8 30 AM – 5 30 PM, Monday through Friday. However, your actual working hours may vary according to the business activities of the Company. You agree to accept such hours of work without additional compensation, in accordance with applicable laws.

Your role is categorized as an Edge Worker pursuant to HPE's Global Edge-to-Office program. By accepting this offer, you acknowledge your opportunity to request a copy of HPE's Global Edge Work Policy from your recruiter and confirm you have exercised that opportunity to the extent appropriate before accepting the offer. This policy and related resources will also be available to you in your required onboarding activities. Your role's categorization as an Edge Worker (rather than Office Worker) is subject to change by HPE at its sole discretion without prior notice (subject to any notice required under applicable law).

## 2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

## 2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another or one department/entity to another. Your services can also be transferred to any of the Company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

## 2.5 Retirement

You will retire from the services of the Company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

## 2.6 Notice for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the Company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the Company, the Company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Hewlett Packard  
Enterprise**

your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. Your position with the Company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% ABP only.

The Company reserves the right not to require you to attend work or carry out your employment duties for all or part of the notice period.

In case of your material breach of the Offer letter and these Terms (together, Agreement), or any of the Company's policies, or in case of misconduct, the Company has the right to terminate your services without notice. Upon termination of your employment for whatever reason, you will immediately return to the Company all Company assets including books, documents, papers, materials, credit cards and other properties belonging to the Company which may be in your possession or under your power or control.

You will not at any time after termination of this Agreement, for whatever reason, represent yourself as being in any way connected with the affairs of the Company

**2.7 Conflict of Interest**

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.


**2.8 Standards of Business Conduct**

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the Company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

**2.9 General Conditions**

1) Your working hours, additional working hours (if any), weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers. You hereby provide your consent for the same.

FOR Company

  
Sailesh A J Menezes  
Senior Director - Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Hewlett Packard  
Enterprise**

**Global e-Business Operations Private Limited**

1st floor, Hewlett Packard Enterprise  
SY No. 192, Whitefield Road, Mahadevapura Post  
Bengaluru- 560 048  
Karnataka  
India  
[www.hpe.com](http://www.hpe.com)

04/04/2023

Dear Balaji Srinivasan S/o Srinivasan.R,

We are pleased to extend to you an offer of employment with Hewlett Packard Enterprise ("HPE" or the "Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks being conducted either by HPE or an appropriate third party and the academics results (you must have successfully completed your Bachelor's degree in year 2023). The results of such background checks being favorable in HPE's reasonable opinion, and If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HPE. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

We hope you choose to join Hewlett Packard Enterprise and look forward to hearing from you soon. Let's build the future together.

Thanking you

**Global e-Business Operations Private Limited; 1st Floor, Hewlett Packard Enterprise, SY No. 192,  
Whitefield Road, Mahadevapura Post, Bengaluru - 560 048  
Karnataka, India**

FOR Company

Sailesh A J Menezes  
Senior Director - Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

### 1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund, as well as deduct an equivalent of 12% of your basic salary, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

### 1.4. Gratuity

You will be eligible for Gratuity as defined under the payment of gratuity act and code on Social Security on implementation, which will be paid over and above the Base Salary.

### 1.5 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance as defined under Code on Social Security or applicable law, you will be eligible for coverage as per the said Act. Your share of contribution along with the Company's share of contribution will be remitted, as per the said Act.

### 1.6. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the Company policy.

### 1.7 Relocation Expenses

In the event of you having to relocate to your place of posting, the Company may agree to reimburse your relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount, if paid, is fully recoverable in the event you leave the Company within 12 months from your date of joining the Company. Reimbursement of relocation expenses are at the sole discretion of the Company.

## 2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: Sales Operations


Job Family: SOP-Sales Processing

Job Code & Job Title (Internal): 00035B - Sales Processing Associate II

Job Level: Primary

Salary Grade: M06

FOR Company

  
Sailesh A J Menezes  
Senior Director - Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

## 2.2. Work Place

You are initially appointed to work in our office in Chennai. You may be transferred or required to travel for business/training at the sole discretion of the Company. You will normally be required to work from 8 30 AM – 5 30 PM, Monday through Friday. However, your actual working hours may vary according to the business activities of the Company. You agree to accept such hours of work without additional compensation, in accordance with applicable laws.

Your role is categorized as an Edge Worker pursuant to HPE's Global Edge-to Office program. By accepting this offer, you acknowledge your opportunity to request a copy of HPE's Global Edge Work Policy from your recruiter and confirm you have exercised that opportunity to the extent appropriate before accepting the offer. This policy and related resources will also be available to you in your required onboarding activities. Your role's categorization as an Edge Worker (rather than Office Worker) is subject to change by HPE at its sole discretion without prior notice (subject to any notice required under applicable law).

## 2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

## 2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another or one department/entity to another. Your services can also be transferred to any of the Company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

## 2.5 Retirement


You will retire from the services of the Company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

## 2.6 Notice for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the Company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the Company, the Company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in

FOR Company

  
Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

writing (hereinafter referred to as 'Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. Your position with the Company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% ABP only.

The Company reserves the right not to require you to attend work or carry out your employment duties for all or part of the notice period.

In case of your material breach of the Offer letter and these Terms (together, Agreement), or any of the Company's policies, or in case of misconduct, the Company has the right to terminate your services without notice. Upon termination of your employment for whatever reason, you will immediately return to the Company all Company assets including books, documents, papers, materials, credit cards and other properties belonging to the Company which may be in your possession or under your power or control.

You will not at any time after termination of this Agreement, for whatever reason, represent yourself as being in any way connected with the affairs of the Company

## 2.7 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

## 2.8 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the Company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

## 2.9 General Conditions

1) Your working hours, additional working hours (if any), weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers. You hereby provide your consent for the same.

FOR Company

Sailesh A J Menezes  
Senior Director - Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

**Global e-Business Operations Private Limited**  
1st floor, Hewlett Packard Enterprise  
SY No. 192, Whitefield Road, Mahadevapura Post  
Bengaluru- 560 048  
Karnataka  
India  
[www.hpe.com](http://www.hpe.com)

04/04/2023

Dear Naman kumar S/o Mithlesh Kumar,

We are pleased to extend to you an offer of employment with Hewlett Packard Enterprise ("HPE" or the "Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks being conducted either by HPE or an appropriate third party and the academics results (you must have successfully completed your Bachelor's degree in year 2023). The results of such background checks being favorable in HPE's reasonable opinion, and If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HPE. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.


Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

We hope you choose to join Hewlett Packard Enterprise and look forward to hearing from you soon. Let's build the future together.

Thanking you

**Global e-Business Operations Private Limited; 1st Floor, Hewlett Packard Enterprise, SY No. 192,  
Whitefield Road, Mahadevapura Post, Bengaluru – 560 048  
Karnataka, India**

FOR Company

  
Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Hewlett Packard  
Enterprise**

04/04/2023

Naman kumar  
94/213, swamy naicken street chintadripet  
Chennai India 600002

Dear Naman kumar,

Welcome to Hewlett Packard Enterprise! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you at Global e-Business Operations Pvt. Ltd. of Hewlett Packard Enterprise ("HPE" or the "Company"). Your date of appointment is effective from your date of joining, which shall be on 28/08/2023.

Your appointment at Global e-Business Operations Pvt. Ltd. is on the following terms and conditions:

**1 Remuneration (Mainstream employees only)**

Your annual total gross remuneration will be made up of the following components

**1.1 Basic Salary**

You will be eligible for a Basic Salary. The amount towards the basic salary is mentioned in Annexure (I) against "(A) Basic Salary".


**Variable Pay Bonus (VPB)**

In addition to your salary, you will be eligible to participate in one of the Company's variable pay plans (all of which are subject to modification from time to time), as determined by the Company's management. Variable pay bonuses are discretionary and based on business and individual results, therefore the fact that you may have received such a payment at any one time does not mean that you have any right to receive further payments in the future. Employees may participate in only one variable pay plan at a time.

**1.2. Allowances and Benefits Plan (ABP):**

You will be eligible to receive benefits under the Allowances and Benefits Plan of the Company and the maximum cost to Company in providing such benefits shall not exceed the amount as mentioned in Annexure (I) against "(B) Allowances and Benefits Plan". A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

FOR Company

  
Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Hewlett Packard  
Enterprise**

**1.3. Provident Fund:**

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund, as well as deduct an equivalent of 12% of your basic salary, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

**1.4. Gratuity:**

You will be eligible for Gratuity as defined under the payment of gratuity act and code on Social Security on implementation, which will be paid over and above the Base Salary.

**1.5 Insurance**

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance as defined under Code on Social Security or applicable law, you will be eligible for coverage as per the said Act. Your share of contribution along with the Company's share of contribution will be remitted, as per the said Act.

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In the event of you having to relocate to your place of posting, the Company may agree to reimburse your relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount, if paid, is fully recoverable in the event you leave the Company within 12 months from your date of joining the Company. Reimbursement of relocation expenses are at the sole discretion of the Company.

**2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT**

2.1. Your job classification detail is as listed below:

Job Function: Sales Operations

Job Family: SOP-Sales Processing

Job Code & Job Title (Internal): 00035B - Sales Processing Associate II

Job Level: Primary

Salary Grade: M06

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

## 2.2. Work Place

You are initially appointed to work in our office in Chennai . You may be transferred or required to travel for business/training at the sole discretion of the Company. You will normally be required to work from 8 30 AM – 5 30 PM, Monday through Friday. However, your actual working hours may vary according to the business activities of the Company. You agree to accept such hours of work without additional compensation, in accordance with applicable laws.

Your role is categorized as an Edge Worker pursuant to HPE's Global Edge-to Office program. By accepting this offer, you acknowledge your opportunity to request a copy of HPE's Global Edge Work Policy from your recruiter and confirm you have exercised that opportunity to the extent appropriate before accepting the offer. This policy and related resources will also be available to you in your required onboarding activities. Your role's categorization as an Edge Worker (rather than Office Worker) is subject to change by HPE at its sole discretion without prior notice (subject to any notice required under applicable law).

## 2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

## 2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another or one department/entity to another. Your services can also be transferred to any of the Company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

## 2.5 Retirement

You will retire from the services of the Company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

## 2.6 Notice for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the Company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the Company, the Company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

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iii. Your position with the Company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% ABP only.

The Company reserves the right not to require you to attend work or carry out your employment duties for all or part of the notice period.

In case of your material breach of the Offer letter and these Terms (together, Agreement), or any of the Company's policies, or in case of misconduct, the Company has the right to terminate your services without notice. Upon termination of your employment for whatever reason, you will immediately return to the Company all Company assets including books, documents, papers, materials, credit cards and other properties belonging to the Company which may be in your possession or under your power or control.

You will not at any time after termination of this Agreement, for whatever reason, represent yourself as being in any way connected with the affairs of the Company

### 2.7 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

### 2.8 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the Company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

### 2.9 General Conditions

1) Your working hours, additional working hours (if any), weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers. You hereby provide your consent for the same.

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**HSBC**  
**OFFER LETTER**



12 April 2023

**Sachin S**  
14/43, Veera Swami Street, Seven wells, Chennai: 600 001  
CHENNAI

**Dear Sachin**

Further to your recent interview, I am pleased to offer you employment with HSBC Electronic Data Processing India Private Limited ("Company"), with a commencement date of **25 May 2023**. Please report to the undersigned on **25 May 2023** at 09:00 AM at "HSBC-EDPI, "Futura - 2", 148/1, Bannerghatta Road, Bilekahalli Village, Bangalore - 560 076 ". Please note that this offer of employment is conditional to the Company receiving from you, on or before **14-April-2023**, all relevant information and documents for background verification checks, as listed out in Annexure "**BGV checklist of documents**". This offer of employment is also subject to no adverse findings arising from any of the employee background verification checks required to be carried out by the Company. In the event you fail to ensure that the Company is in receipt of the required information and documents within the date mentioned above, or in the event adverse findings arise from any of the employee background verification checks, this offer will be automatically rescinded, or; if you have already joined the Company by such time, your employment with the Company will stand terminated without any requirement for any notice period or pay in lieu thereof.

You will be on probation for a period of 6 months which may be extended further for a period of 3 months during which your performance shall be reviewed by the Company. At the end of the probationary and / or extended probationary period you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by the Company.

**JOB TITLE: Executive**

Your Staff Number will be issued on joining the company.

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with your grade in the company. On occasions for training purposes and to cover operational requirements you may also be required to undertake other duties at a higher or lower grade as necessary.

**PAY**

Your commencing remuneration – Total Cost will be **INR 450,000** per annum. The detailed break-up of your Total Cost is indicated in the attached annexure. You will also be covered under Hospitalization Insurance for a sum of **INR 800,000** per annum and under Personal Accident Insurance for a sum of **INR 1,469,097**. You will also be covered under Life Insurance for a sum of **INR 1,678,968** per annum. The Hospitalization Insurance cover is a family floater policy that gives flexibility in the usage of the cover amount as the entire entitlement amount can be utilized by either an individual or any member/s of the family (self, spouse, children-up to two). Details of the insurance scheme will be provided to you on joining the company.

Payments will be made on or around the 24th of each month for that calendar month; is subject in cases to Income Tax and other statutory deductions; and will be paid into an account, which will be opened in your name with Hong Kong and Shanghai Banking Corporation Limited. If you already have an account with Hong Kong and Shanghai Banking Corporation Limited, please provide us with details as soon as possible.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Each year your performance will be reviewed and if a performance award (bonus) is applicable, this will usually be paid in March for your assessed performance in the preceding year.

#### **SALARY ARRANGEMENTS**

The Company will undertake an annual review of salaries, normally in March, and will notify all staff of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

In the event of an Income tax liability or any other tax liability inclusive of any statutory charges arising as a result of your employment with HDPI these will be borne by yourselves and HDPI shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with HDPI.

#### **DEDUCTIONS FROM PAY**

When your employment ends, if the number of day's annual leave you have taken exceeds your pro-rata entitlement for the holiday year, an appropriate deduction will be made from your final pay.

Any leave balance outstanding in your name may be encashed subject to the discretion of the management.

If you are summarily dismissed, or leave the company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### **HOURS OF WORK**

Your working week will consist of 45 working hours. Your weekly day off need not necessarily be on Sundays.

#### **SHIFT WORKING**

The company may at any time on issuance of one month's prior notice in writing require you to work on a shift basis. In such circumstances, you will be allocated to an appropriate roster.

#### **ADDITIONAL HOURS**

The company aims to ensure that persistently working extra hours is avoided. However, occasions may arise when you may be required to work beyond your normal hours. In these circumstances, you will be entitled to an overtime pay for every half an hour worked over and above 45 hours a week.

#### **ANNUAL LEAVE**

The company's holiday year runs from the first day of January to the last day of December in the same year.

The number of annual leaves is determined by the number of declared holidays for that business area. The total number of holidays taking into account declared holidays and annual leave entitlement for the calendar year is 34 for all employees.

Employees with less than 1 years' service receive a proportional amount of annual leave entitlement.

You are required to take annual leave as mandatory leave as per the company guidelines.

Further information on rules applicable to the granting or taking of annual leave is available in your place of work.

#### **ABSENCE FROM WORK**

No salary will be paid for periods of unauthorized absence. Subject to you following the absence rules laid down by the company, normal pay will be continued during periods of authorized absence due to sickness, subject to any service criteria that may exist from time to time.

#### **PLACE OF WORK AND MOBILITY**

Your location will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the company or within different companies within the HSBC Group. A change of your place of residence may be required from time to time and you may be transferred from one city to another at the discretion of the management.

You will be advised by your manager if your role is a Hybrid role. Please search HR Direct for the 'Global Hybrid Working Guidance' for more information.

#### **RETIREMENT**

Normal retirement in the company is at age 60. Your employment will terminate automatically at the end of the month in which your 60th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit by the company doctor.

#### **RULES AND REGULATIONS**

HSBC Electronic Data Processing India Private Limited, a member of the HSBC Group, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

During the term of your employment with the Organization, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by HSBC. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including termination of employment.

In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to HSBC immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offences(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information to the Bank as soon as practicable after the occurrence of such an event may result in disciplinary proceedings up to and including termination.

In the event that your duties require successful completion/certification of mandatory training such as Anti- Money laundering/ Sanctions modules etc. as prescribed by HSBC, you will need to ensure that this is successfully completed within the stipulated time period. In the event that you are unsuccessful, the management reserves its rights to either redeploy you to other duties or take suitable steps as deemed appropriate.

If your terms of employment are covered under any treaty of co-operation or MOU with any friendly nation and India, such employment shall cease immediately on withdrawal of such co-operation or MOU or a change in such agreement with India which has a significant impact on the terms of such employment including but not limited to duration, work permits or visa requirements, minimum remuneration requirements. However, should such change be minimal to an extent of change in documentation or approval procedures it shall be incumbent on the employee to get such documentation or approval obtained, from such appropriate authorities as required, failing which the employment shall cease immediately from such date of change.

Other specific rules and regulations that may apply in your place of work will be available to you immediately after commencement of your employment. These may be altered or modified from time to time by notice to you or by Company Circular.

#### **SECRECY**

As a condition of employment, all employees are required to sign and return the company's Declaration of Secrecy Agreement that pledges confidentiality on all business matters appertaining



to the HSBC Group, its subsidiaries, the company, and its customers. A copy is enclosed with this letter, for signature and return.

#### **PERSONAL DATA**

Data relating to your job application and as an employee of HDPI, will be held on a Global HR database. Such data will be processed for human resources administration purposes. Access to the system and your personal data will be restricted and controlled to respect your privacy and ensure your personal data is not shared without proper authorization or shown to unauthorized people. Upon acceptance to this offer letter; you consent to the above arrangements.

Access to the system and your personal data will be restricted and controlled to respect your privacy and ensure your personal data is not shared without proper authorization or shown to unauthorized people.

A form of consent to these arrangements is enclosed with this letter for signature and return.

#### **UNAUTHORISED SOFTWARE AND SYSTEMS ACCESS**

You are required to sign a declaration concerning the company's rules on the above. A copy is enclosed with this letter for signature and return.

#### **STAFF DEALING PROCEDURES**

Personal dealing in securities by company employees is subject to specific procedures, which may be amended from time to time, that must be strictly observed at all times. A copy of the current guidelines to staff will be made available to you when you commence employment. You are required to read it and familiarize yourself with it as soon as possible.

#### **DATA PROTECTION**

Under the company's policies, all employees have a responsibility to ensure that computerized data is accurate and is kept secure. Unauthorized disclosure of personal data is a serious offence and can result in prosecution. Therefore, you must ensure that you:

- do not disclose personal data without authority
- do not access information or systems directly relevant to each task
- do not treat personal data carelessly
- lock all printouts away when not in use
- do not disclose your computer password to any unauthorized person

Many employee details are maintained on a computerized database. A copy of your details will be forwarded to you from time to time and, in accordance with company policies a copy will be made available on written request.

Under the company's policies, it is important that the company's internal, restricted or highly restricted personal records are maintained as accurately as possible. You must notify the company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

#### **NOTICE PERIOD**

##### **TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

Post confirmation, except where your employment is terminated on the grounds of Gross Misconduct you are entitled to a minimum notice of termination of 2 months from the company, or pay in lieu of notice period.

During probation, you are entitled to a minimum notice of termination of 1 month or pay in lieu of notice period.

The company's notice may be handed to you personally or sent to your last recorded address.

The company reserves the right to ask that you no longer attend your place of work for the duration of your notice period.

## TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one month notice in writing. Post confirmation, you are required to give the company a minimum of 2 months notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.

## RIGHT OF THE COMPANY

The Company reserves the right to change any terms and conditions related to employment, mentioned in the Offer Letter and the Rules and Regulations governing the conduct of the employee in the Company.

Such change would be intimated by the Company through an internal communication to the employees at large.

## ACCEPTANCE

We would be grateful if you could kindly complete and return the copy of this letter by way of written acceptance of this offer. For the purpose of obtaining your present employer's reference may we say that acceptance will constitute your permission to write for this information. If we do not hear from you within 10 days from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We sincerely hope that you will accept this appointment and look forward to hearing from you in the near future.

Yours sincerely

**"This is a computer generated letter and hence no signature is required"**

## ANNEXURE

Name: Sachin S

Designation: Executive

Basic Salary (A):	180,000.00
Flexible Allowance Package: (B)	239,742.00
<b>Total Cash (A+B):</b>	<b>419,742</b>
Companies Contribution of Provident Fund (C):	21,600.00
Gratuity (D):	8,658.00
<b>Total CTC (A+B+C+D):</b>	<b>450,000</b>

\* Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable

\* EPFO guidelines for International Worker applicable

\* The basic ceiling for computing Employee Pension Fund would not be applicable for International Worker

\* Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time



12 April 2023

Jayakrishnan S  
No:8  
Ekangipuram 3rd Street  
Chennai

Dear Jayakrishnan

Further to your recent interview, I am pleased to offer you employment with HSBC Electronic Data Processing India Private Limited ("Company"), with a commencement date of **25 May 2023**. Please report to the undersigned on **25 May 2023** at 09:00 AM at "**HSBC-EDPI, "Futura - 2", 148/1, Bannerghatta Road, Bilekahalli Village, Bangalore - 560076**". Please note that this offer of employment is conditional to the Company receiving from you, on or before **15 April 2023**, all relevant information and documents for background verification checks, as listed out in Annexure "**BGV checklist of documents**". This offer of employment is also subject to no adverse findings arising from any of the employee background verification checks required to be carried out by the Company. In the event you fail to ensure that the Company is in receipt of the required information and documents within the date mentioned above, or in the event adverse findings arise from any of the employee background verification checks, this offer will be automatically rescinded, or; if you have already joined the Company by such time, your employment with the Company will stand terminated without any requirement for any notice period or pay in lieu thereof.

You will be on probation for a period of 6 months which may be extended further for a period of 3 months during which your performance shall be reviewed by the Company. At the end of the probationary and / or extended probationary period you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by the Company.

**JOB TITLE: Executive**

Your Staff Number will be issued on joining the company.

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with your grade in the company. On occasions for training purposes and to cover operational requirements you may also be required to undertake other duties at a higher or lower grade as necessary.

**PAY**

Your commencing remuneration – Total Cost will be INR **450000** per annum. The detailed break-up of your Total Cost is indicated in the attached annexure. You will also be covered under Hospitalization Insurance for a sum of INR **800000** per annum and under Personal Accident Insurance for a sum of INR **1469097**. You will also be covered under Life Insurance for a sum of INR **1678968** per annum. The Hospitalization Insurance cover is a family floater policy that gives flexibility in the usage of the cover amount as the entire entitlement amount can be utilized by either an individual or any member/s of the family (self, spouse, children-up to two). Details of the insurance scheme will be provided to you on joining the company.

Payments will be made on or around the 24th of each month for that calendar month; is subject in cases to Income Tax and other statutory deductions; and will be paid into an account, which will be opened in your name with Hong Kong and Shanghai Banking Corporation Limited. If you already have an account with Hong Kong and Shanghai Banking Corporation Limited, please provide us with details as soon as possible.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Each year your performance will be reviewed and if a performance award (bonus) is applicable, this will usually be paid in March for your assessed performance in the preceding year.

### **SALARY ARRANGEMENTS**

The Company will undertake an annual review of salaries, normally in March, and will notify all staff of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

In the event of an Income tax liability or any other tax liability inclusive of any statutory charges arising as a result of your employment with HDPI these will be borne by yourselves and HDPI shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with HDPI.

### **DEDUCTIONS FROM PAY**

When your employment ends, if the number of day's annual leave you have taken exceeds your pro-rata entitlement for the holiday year, an appropriate deduction will be made from your final pay.

Any leave balance outstanding in your name may be encashed subject to the discretion of the management.

If you are summarily dismissed, or leave the company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

### **HOURS OF WORK**

Your working week will consist of 45 working hours. Your weekly day off need not necessarily be on Sundays.

### **SHIFT WORKING**

The company may at any time on issuance of one month's prior notice in writing require you to work on a shift basis. In such circumstances, you will be allocated to an appropriate roster.

### **ADDITIONAL HOURS**

The company aims to ensure that persistently working extra hours is avoided. However, occasions may arise when you may be required to work beyond your normal hours. In these circumstances, you will be entitled to an overtime pay for every half an hour worked over and above 45 hours a week.

### **ANNUAL LEAVE**

The company's holiday year runs from the first day of January to the last day of December in the same year.

The number of annual leaves is determined by the number of declared holidays for that business area. The total number of holidays taking into account declared holidays and annual leave entitlement for the calendar year is 34 for all employees.

Employees with less than 1 years' service receive a proportional amount of annual leave entitlement.

You are required to take annual leave as mandatory leave as per the company guidelines.

Further information on rules applicable to the granting or taking of annual leave is available in your place of work.

### **ABSENCE FROM WORK**

No salary will be paid for periods of unauthorized absence. Subject to you following the absence rules laid down by the company, normal pay will be continued during periods of authorized absence due to sickness, subject to any service criteria that may exist from time to time.



14 April 2023

**Karishma A**  
**No: 8/464, 203rd Street, Muthamizh Nagar**  
**Chennai**

**Dear Karishma**

Further to your recent interview, I am pleased to offer you employment with HSBC Electronic Data Processing India Private Limited ("Company"), with a commencement date of **25 May 2023**. Please report to the undersigned on **25 May 2023** at 09:00 AM at "**HSBC-EDPI, "Futura - 2", 148/1, Bannerghatta Road, Bilekahalli Village, Bangalore - 560 076**". Please note that this offer of employment is conditional to the Company receiving from you, on or before **16-Apr-2023**, all relevant information and documents for background verification checks, as listed out in Annexure "**BGV checklist of documents**". This offer of employment is also subject to no adverse findings arising from any of the employee background verification checks required to be carried out by the Company. In the event you fail to ensure that the Company is in receipt of the required information and documents within the date mentioned above, or in the event adverse findings arise from any of the employee background verification checks, this offer will be automatically rescinded, or; if you have already joined the Company by such time, your employment with the Company will stand terminated without any requirement for any notice period or pay in lieu thereof.

You will be on probation for a period of 6 months which may be extended further for a period of 3 months during which your performance shall be reviewed by the Company. At the end of the probationary and / or extended probationary period you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by the Company.

**JOB TITLE: Executive**

Your Staff Number will be issued on joining the company.

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with your grade in the company. On occasions for training purposes and to cover operational requirements you may also be required to undertake other duties at a higher or lower grade as necessary.

**PAY**

Your commencing remuneration – Total Cost will be **INR 450000** per annum. The detailed break-up of your Total Cost is indicated in the attached annexure. You will also be covered under Hospitalization Insurance for a sum of **INR 800000** per annum and under Personal Accident Insurance for a sum of **INR 1469097**. You will also be covered under Life Insurance for a sum of **INR 1678968** per annum. The Hospitalization Insurance cover is a family floater policy that gives flexibility in the usage of the cover amount as the entire entitlement amount can be utilized by either an individual or any member/s of the family (self, spouse, children-up to two). Details of the insurance scheme will be provided to you on joining the company.

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#### **SHIFT WORKING**

The company may at any time on issuance of one month's prior notice in writing require you to work on a shift basis. In such circumstances, you will be allocated to an appropriate roster.

#### **ADDITIONAL HOURS**

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#### **ANNUAL LEAVE**

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The number of annual leaves is determined by the number of declared holidays for that business area. The total number of holidays taking into account declared holidays and annual leave entitlement for the calendar year is 34 for all employees.

Employees with less than 1 years' service receive a proportional amount of annual leave entitlement.

You are required to take annual leave as mandatory leave as per the company guidelines.

Further information on rules applicable to the granting or taking of annual leave is available in your place of work.

#### **ABSENCE FROM WORK**

ICICI  
PRUDENTIAL  
OFFER  
LETTER

Dear Bala,

We are happy to inform you that ICICI Prudential Life Insurance Company would like to extend the offer for the position of Financial Services Consultant to the below students.

ATS	Name
	Vishali
ATS284136	Meena R
ATS284144	Haren kannan
ATS284138	Magendran
ATS284150	Saravana kumar
ATS284158	Kamal D
	Shreevarshan
	Murali k
	Jagdeeshwaran K
ATS284151	Joshwa S
ATS284148	Mitran Raaghav

Kindly ask the students to register in the below link.

<https://ismarthire.iciciprudlife.com/Campus/>

Congratulations to all the selects!



ICICI  
LOMBARD  
OFFER  
LETTER

Dear Sir,

Please find below 22 candidates are selected and 13 candidates on hold.

Candidate Name	Status
Harish P.J	Selected
Keith Levin Sridhar	Selected
Dinesh Kodi	Selected
K.Monesh	Selected
Mohanraj P	Selected
Deepak Kumar. P	Selected
M.Sailesh	Selected
R.Karthik	Selected
Sunny G Bagora	Selected
Deepak T	Selected
S Dinesh Ram	Selected
Dimple Dwarkani	Selected
Valarmathi V	Selected
Dharshini B	Selected
Yogapriya S	Selected
Mahalakshmi Nagaraj	Selected
Pooja. R	Selected
Divya Darshini M	Selected
Priyanka Shankar	Selected
M. Yamini	Selected
Shamilaa.M	Selected
Sharmila G	Selected
K Kumaran	Hold
Adarsh P	Hold
Thulasiraman Chandrasekar	Hold
Hareen Kannan J.S	Hold
Tharun Mouli	Hold
Sudharshan.S	Hold
H Udaya Shankar	Hold
P Shoban Babu Prakash	Hold
Ajith P	Hold
Magendran	Hold
Kishore Kumar. M	Hold
Sai Srimanth C	Hold
Vishal R.S	Hold

**Thanks & Regards,  
Vinayak Gawas  
HR Team**

**ICICI Lombard GIC Ltd.  
Ph.No: +91 87795 67202**

**ITC  
OFFER  
LETTER**



Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

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## Fw: Campus Placement - Job Criteria - ITC LIMITED

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M SARANYA <M.Saranya@itc.in>

Wed, Mar 22, 2023 at 11:17 AM

To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

Cc: Sruthi Sainath <Sruthi.Sainath@itc.in>

Dear Bala,

We are happy to inform that Mr. K.P. Varun and Gowtham R has been selected for the position of sales Trainee and is in with ITC.

Please communicate to the student. And please get back with the confirmation of offer acceptance from the students for further process.

Thanks

M,Saranya

[Quoted text hidden]

[Quoted text hidden]

**KELSA**  
**OFFER LETTER**



Ms. Srisha S  
4-F, Block 2,  
Ramaniyam Kamadhenu Apartments,  
Ponnambalam Salai, KK Nagar,  
Chennai - 600078

January 02, 2023

Dear Srisha,

We are pleased to formally invite you to join Kelsa Solutions (Kelsa), based on our discussions with you. We are glad that you share our excitement about Kelsa and we look forward to this being the start of a long-lasting relationship.

We would like you to begin employment with us on or before June 1, 2023. Your employment will be subject to you successfully completing all requirements of the fulltime programme leading to a Masters of Arts in Human Resource Management from Dwaraka Doss Goverdhan Doss Vaishanav College with an aggregate of not less than 70% before the date of your joining. Your employment will be based on the following terms and conditions:

1. You will be designated **Business Analyst**. In this role, you will take on the responsibility of delivering consulting services or consulting support on HR processes, policies and systems to one of Kelsa's clients, independently, or as part of a team. In doing this, you will work under the general supervision of a Director of Kelsa.
2. You will be based in Chennai, and may be required to travel to other locations depending upon business requirements.
3. Your annual compensation, on a cost-to-company basis, will be Rs 6,00,000/- (Rupees six lakhs only). The break-up of this is provided as an annexure to this letter.
4. In addition to the above, you will be reimbursed for all expenses necessarily incurred by you towards travel and stay in connection with services related to project work, should such work require you to travel and stay outside your base location. For all such travel, the details of such reimbursements will be communicated as and when travel is required.
5. This is a full-time position and it is explicitly expected that you do not take up any other business or commercial activity or employment during the period of your employment with us.
6. During the course of your employment, you will be made aware of Kelsa's products, services, development and marketing plans, as well as financial, commercial and business information of a confidential and sensitive nature. While we are in no doubt that you would treat such information with care and sensitivity, we urge you to ensure that this sensitivity is shared by those who engage in commercial / business transactions with us. Upon joining, you will be required to enter into a Non Disclosure Agreement with us to protect the Intellectual Property Rights of Kelsa, as well as those of any of our clients / business partners.

Srisha.S

This document and its contents are confidential and are not to be disclosed to anyone outside Kelsa without the prior written consent of Kelsa. If you have received this document in error, please notify the sender immediately.

**Kelsa Management Solutions Private Limited**

No.18, 24th East Street, Kamaraj Nagar, Thiruvanniyur, Chennai 600041. Tel: +91 44 4266 6485 +91 99402 31146

Registered Office: Plot #3, Nadaraja Road, Dr. Vasudeva Nagar Extn., Thiruvanniyur, Chennai 600 041.

Corporate Identity Number:U74140TN2010PTC074804 Email:admin@kelsasolutions.com

www.kelsasolutions.com



7. Either party is required to provide a 30 (thirty) day notice of separation to the other. *No notice will be required if the separation is due to an act that leads to termination of employment.* While this notice period may be set off by payment of 'notice-pay', we are confident that you will find the environment at

Kelsa open enough for you to take us into confidence regarding your career plans and help us work through mutually beneficial arrangements, should separation become necessary.

Please indicate your acceptance of this offer by returning a signed copy of this letter on or before January 6, 2023.

We believe you would be a great asset to our team at Kelsa. We hope that you will find your experience at Kelsa both rewarding and pleasant. We look forward to our building a great organisation, using our collaborative energies and creativity, and sustain it through our shared values.

Welcome aboard Kelsa!

With best wishes,

Yours truly,  
For Kelsa Management Solutions Private Limited

R. Shantaram  
Director

My signature below indicates my acceptance of this offer of employment, after fully understanding the terms and conditions of employment. I expect to join my position on \_\_\_\_\_

Signature: Srisha S  
(Srisha S)

Date: \_\_\_\_\_

This document is confidential and its disclosure to any third party without the prior written consent of Kelsa Management Solutions Private Limited is strictly prohibited. If you are not an authorized recipient, please notify the sender immediately.

**Break-up of Annual Compensation**

January 02, 2023

Name	Srisha R
Position	Business Analyst
Expected Date of Joining	June 1, 2023

Head	Per Month	Per Annum
Basic Salary	16,000	1,92,000
House Rent Allowance	9,600	1,15,200
Health & Wellness Allowance	6,000	72,000
Professional Development Allowance	6,000	72,000
Special Allowance	2,400	28,800
<b>Sub-Total (A)</b>	<b>40,000</b>	<b>4,80,000</b>
Tenure Bonus, on completion of 6 months from date of joining <sup>a</sup>		30,000
Service Bonus, on completion of 12 months from date of joining <sup>a</sup>		90,000
<b>Sub-Total (B)</b>	<b>-</b>	<b>1,20,000</b>
<b>Total Annual Compensation</b>		<b>6,00,000</b>

<sup>a</sup>This will be paid along with salary of the month in which the 6 / 12 months' service is completed. No part will be payable unless the entire duration (6/12 months, as applicable) is completed.

For Kelsa Management Solutions Private Limited

R. Shantaram  
Director

My signature below indicates my acceptance of these emoluments. I understand that I am responsible for submitting information as well as proofs regarding any rebates / reimbursements that are to be considered for purposes of Income Tax TDS. I understand that I am individually responsible for filing my Income Tax Returns every year.

Signature: Srisha S  
(Srisha S)

Date: \_\_\_\_\_





Mr. Soorya R  
No.18/1, P.R.S Complex,  
Thathaiyangarpet Road, Musiri,  
Trichy - 621211

January 02, 2023

Dear Soorya,

We are pleased to formally invite you to join Kelsa Solutions (Kelsa), based on our discussions with you. We are glad that you share our excitement about Kelsa and we look forward to this being the start of a long-lasting relationship.

We would like you to begin employment with us on or before June 1, 2023. Your employment will be subject to you successfully completing all requirements of the fulltime programme leading to a Masters of Social Work from Dwaraka Doss Goverdhan Doss Vaishanav College with an aggregate of not less than 70% before the date of your joining. Your employment will be based on the following terms and conditions:

1. You will be designated **Business Analyst**. In this role, you will take on the responsibility of delivering consulting services or consulting support on HR processes, policies and systems to one of Kelsa's clients, independently, or as part of a team. In doing this, you will work under the general supervision of a Director of Kelsa.
2. You will be based in Chennai, and may be required to travel to other locations depending upon business requirements.
3. Your annual compensation, on a cost-to-company basis, will be Rs 6,00,000/- (Rupees six lakhs only). The break-up of this is provided as an annexure to this letter.
4. In addition to the above, you will be reimbursed for all expenses necessarily incurred by you towards travel and stay in connection with services related to project work, should such work require you to travel and stay outside your base location. For all such travel, the details of such reimbursements will be communicated as and when travel is required.
5. This is a full-time position and it is explicitly expected that you do not take up any other business or commercial activity or employment during the period of your employment with us.
6. During the course of your employment, you will be made aware of Kelsa's products, services, development and marketing plans, as well as financial, commercial and business information of a confidential and sensitive nature. While we are in no doubt that you would treat such information with care and sensitivity, we urge you to ensure that this sensitivity is shared by those who engage in commercial / business transactions with us. Upon joining, you will be required to enter into a Non Disclosure Agreement with us to protect the Intellectual Property Rights of Kelsa, as well as those of any of our clients / business partners.
7. Either party is required to provide a 30 (thirty) day notice of separation to the other. *No notice will be required if the separation is due to an act that leads to termination of employment.* While this notice period may be set off by payment of 'notice-pay', we are confident that you will find the environment at Kelsa open enough for you to take us into confidence regarding your career plans and help us work through mutually beneficial arrangements, should separation become necessary.

This document contains confidential information and is intended only for the individual named. If you have received this document by error, please notify the system manager. This notice is for informational purposes only and does not constitute an offer or any other financial product or service. Kelsa Management Solutions Private Limited

*Soorya R*

**Kelsa Management Solutions Private Limited**

No.18, 24th East Street, Kamaraj Nagar, Thiruvanimiyur, Chennai 600041. Tel: +91 44 4266 6485 +91 99402 31146  
Registered Office: Plot #3, Nadaraja Road, Dr. Vasudeva Nagar Extn., Thiruvanimiyur, Chennai 600 041.  
Corporate Identity Number:U74140TN2010PTC074804 Email: admin@kelsasolutions.com  
www.kelsasolutions.com



Please indicate your acceptance of this offer by returning a signed copy of this letter on or before January 6, 2023.

We believe you would be a great asset to our team at Kelsa. We hope that you will find your experience at Kelsa both rewarding and pleasant. We look forward to our building a great organisation, using our collaborative energies and creativity, and sustain it through our shared values.

Welcome aboard Kelsa!

With best wishes,

Yours truly,  
For Kelsa Management Solutions Private Limited

R. Shantaram  
Director

My signature below indicates my acceptance of this offer of employment, after fully understanding the terms and conditions of employment. I expect to join my position on \_\_\_\_\_.

Signature: Soorya R  
(Soorya R)

Date: \_\_\_\_\_

Confidential: Details of this document are not to be discussed with anyone in Kelsa who is not authorized to access it, or with anyone outside Kelsa other than immediate family.

**Kelsa Management Solutions Private Limited**

No.18, 24th East Street, Kamaraj Nagar, Thiruvanniyur, Chennai 600041. Tel: +91 44 4266 6485 +91 99402 31146  
Registered Office: Plot #3, Nadaraja Road, Dr. Vasudeva Nagar Extn., Thiruvanniyur, Chennai 600 041.  
Corporate Identity Number:U74140TN2010PTC074804 Email:admin@kelsasolutions.com  
www.kelsasolutions.com

Annexure

**Break-up of Annual Compensation**

January 02, 2023

<b>Name</b>	Soorya R
<b>Position</b>	Business Analyst
<b>Expected Date of Joining</b>	June 1, 2023

Head	Per Month	Per Annum
Basic Salary	16,000	1,92,000
House Rent Allowance	9,600	1,15,200
Health & Wellness Allowance	6,000	72,000
Professional Development Allowance	6,000	72,000
Special Allowance	2,400	28,800
<b>Sub-Total (A)</b>	<b>40,000</b>	<b>4,80,000</b>
Tenure Bonus, on completion of 6 months from date of joining*		30,000
Service Bonus, on completion of 12 months from date of joining*		90,000
<b>Sub-Total (B)</b>	-	<b>1,20,000</b>
<b>Total Annual Compensation</b>		<b>6,00,000</b>

\*This will be paid along with salary of the month in which the 6 / 12 months' service is completed. No part will be payable unless the entire duration (6/12 months, as applicable) is completed.

For Kelsa Management Solutions Private Limited



R. Shantaram  
Director

My signature below indicates my acceptance of these emoluments. I understand that I am responsible for submitting information as well as proofs regarding any rebates / reimbursements that are to be considered for purposes of Income Tax TDS. I understand that I am individually responsible for filing my Income Tax Returns every year.

Signature: Soorya R  
(Soorya R)

Date: \_\_\_\_\_

Confidential: Details of this document are not to be discussed with anyone at Kelsa unless specifically authorized to accept it. It will remain outside of the office from immediate family.

**KUMARAN  
SYSTEMS  
OFFER LETTER**



Placement Cell DG Vaishnav &lt;placement@dgvaishnavcollege.edu.in&gt;

## Selected Students to Onboard

Selvamani Subramaniyan <selvamani.subramaniyan@kumaran.com>

Thu, Feb 9, 2023 at 11:04 AM

To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

Cc: Nirmal Suganandan <nirmal.suganandan@kumaran.com>, Gurusamy Sankar <gurusamy.sankar@kumaran.com>

Dear Mr. M. Balamuralikrishnan,

We would like to thank you for lining up the students to take up throughout the evaluation process as planned. We are glad to inform you that the following student is **selected for "Trainee Programmer"** Position. We are planned to **onboard him on February 10<sup>th</sup>, 2023, Friday at 10.30 AM**. He needs to complete the onboarding process physically by coming to our office & he can work from home till our office function physically.

Name	College	Email ID	Year of passed out	CTC
Santhosh S	D.G.VAISHNAV COLLEGE	santhosh29012001@gmail.com	2023	4 -5 LPA

### Office Address ::

Plot No.28/A-41  
III Main Road, 6th Cross,SIPCOT IT Park,  
Siruseri, Chennai 603103, TN.  
Phone: +91-44-42273100 / +91-44-67063200

Regards,

Selvamani S

Executive HR

Kumaran Systems | www.kumaran.com

Off Board: 044 - 42273126 | Mobile: +91-9524389619

Email: [selvamani.subramaniyan@kumaran.com](mailto:selvamani.subramaniyan@kumaran.com)

An ISO 27001:2013 - ISMS Certified Organization (IS 584836)

An CMMi v2.0 - DEV & SVC ML3 certified Organization (ID: 60771)



### DISCLAIMER

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LARSEN &  
TOUBRO  
OFFER  
LETTER OF  
UG



Larsen & Toubro Limited  
A. M. Naik Tower  
Gate No. 3, Jogeshwari - Vikhroli  
Link Road, Powai, Mumbai 400072,  
INDIA  
Tel: +91 22 6892 5010 / 5011  
www.Larsentoubro.com

Ref: L&T / GCT 2023 /Commerce /LT20230000256434

Date: 28-04-2023

Mr. Pran Krish B  
DG Vaishnava College, Chennai  
Email ID: prankrish31@gmail.com  
Contact Number: 7305758400

Greetings from Larsen & Toubro Limited!

Congratulations! We are pleased to inform you that you have been selected for the position of "Graduate Commercial Trainee" with Larsen & Toubro Limited basis the rigorous selection process that you underwent with us. We are eagerly looking forward to your being a member of L&T family.

Your date of joining will be tentatively in **July 2023**, subject to your medical fitness being cleared and certified by our company's authorized doctor and passing the **B.Com Degree** in first attempt with 65% and above marks.

This selection is subject to your fulfilling all our eligibility criteria and academic requirements shared at the time of campus recruitment. In case these criteria and requirements are not met, and / or the declaration made by you in our Employment Application Form submitted is found to be false, this offer of selection would stand withdrawn.

Your date of joining along with other details will be communicated to you separately.

The pre-joining process including Pre-Employment Medical Check (PEMC) will commence soon and communication in this regard will be sent to your email ID.

Please acknowledge receipt and acceptance of this letter within 10 days of the communication by providing your digital signature below.

Yours faithfully,  
For LARSEN & TOUBRO LIMITED

(J KABILAN)  
HEAD - HUMAN RESOURCES  
DIVISIONAL CORPORATE

#### Acknowledgement

I acknowledge that I have received, read the above communication, and accept the same.

Pran Krish B

Pran Krish B (Apr 30, 2023 11:59 GMT+5.5)

(Pran Krish B)

Registered Office: L&T House, Ballard Estate, Narottam Morarjee Marg, Mumbai - 400 001, INDIA CIN:  
L99999MH1946PLC004768



Larsen & Toubro Limited  
A. M. Naik Tower  
Gate No. 3, Jogeshwari - Vikhroli  
Link Road, Powai, Mumbai 400072,  
INDIA  
Tel: +91 22 6892 5010 / 5011  
www.Larsentoubro.com

Ref: L&T / GCT 2023 /Commerce /LT20230000256303

Date: 28-04-2023

Mr. Lokesh R  
DG Vaishnava College, Chennai  
Email ID: lokeshr00077@gmail.com  
Contact Number: 9361311872

Greetings from Larsen & Toubro Limited!

Congratulations! We are pleased to inform you that you have been selected for the position of "Graduate Commercial Trainee" with Larsen & Toubro Limited basis the rigorous selection process that you underwent with us. We are eagerly looking forward to your being a member of L&T family.

Your date of joining will be tentatively in **July 2023**, subject to your medical fitness being cleared and certified by our company's authorized doctor and passing the **B.Com Degree** in first attempt with 65% and above marks.

This selection is subject to your fulfilling all our eligibility criteria and academic requirements shared at the time of campus recruitment. In case these criteria and requirements are not met, and / or the declaration made by you in our Employment Application Form submitted is found to be false, this offer of selection would stand withdrawn.

Your date of joining along with other details will be communicated to you separately.

The pre-joining process including Pre-Employment Medical Check (PEMC) will commence soon and communication in this regard will be sent to your email ID.

Please acknowledge receipt and acceptance of this letter within 10 days of the communication by providing your digital signature below.

Yours faithfully,  
For LARSEN & TOUBRO LIMITED

(J KABILAN)  
HEAD – HUMAN RESOURCES  
DIVISIONAL CORPORATE

#### Acknowledgement

I acknowledge that I have received, read the above communication, and accept the same.

(Lokesh R)





Larsen & Toubro Limited  
A. M. Naik Tower  
Gate No. 3, Jogeshwari - Vikhroli  
Link Road, Powai, Mumbai 400072,  
INDIA  
Tel: +91 22 6892 5010 / 5011  
www.Larsentoubro.com

Ref: L&T / GCT 2023 /Commerce /LT20230000256444

Date: 28-04-2023

Mr. Swaminathan R  
DG Vaishnava College, Chennai  
Email ID: swaminathan221014@gmail.com  
Contact Number: 9962972933

Greetings from Larsen & Toubro Limited!

Congratulations! We are pleased to inform you that you have been selected for the position of "Graduate Commercial Trainee" with Larsen & Toubro Limited basis the rigorous selection process that you underwent with us. We are eagerly looking forward to your being a member of L&T family.

Your date of joining will be tentatively in **July 2023**, subject to your medical fitness being cleared and certified by our company's authorized doctor and passing the **B.Com Degree** in first attempt with 65% and above marks.

This selection is subject to your fulfilling all our eligibility criteria and academic requirements shared at the time of campus recruitment. In case these criteria and requirements are not met, and / or the declaration made by you in our Employment Application Form submitted is found to be false, this offer of selection would stand withdrawn.

Your date of joining along with other details will be communicated to you separately.

The pre-joining process including Pre-Employment Medical Check (PEMC) will commence soon and communication in this regard will be sent to your email ID.

Please acknowledge receipt and acceptance of this letter within 10 days of the communication by providing your digital signature below.

Yours faithfully,  
For LARSEN & TOUBRO LIMITED

(J KABILAN)  
HEAD – HUMAN RESOURCES  
DIVISIONAL CORPORATE

#### Acknowledgement

I acknowledge that I have received, read the above communication, and accept the same.

(Swaminathan R)



Larsen & Toubro Limited  
A. M. Naik Tower  
Gate No. 3, Jogeshwari - Vikhroli  
Link Road, Powai, Mumbai 400072,  
INDIA  
Tel: +91 22 6892 5010 / 5011  
www.Larsentoubro.com

Ref: L&T / GCT 2023 /Commerce /LT20230000256210

Date: 28-04-2023

Mr. Rishab Raman  
DG Vaishnava College, Chennai  
Email ID: rishab.raman12@gmail.com  
Contact Number: 9500159453

Greetings from Larsen & Toubro Limited!

Congratulations! We are pleased to inform you that you have been selected for the position of "Graduate Commercial Trainee" with Larsen & Toubro Limited basis the rigorous selection process that you underwent with us. We are eagerly looking forward to your being a member of L&T family.

Your date of joining will be tentatively in **July 2023**, subject to your medical fitness being cleared and certified by our company's authorized doctor and passing the **B.Com Degree** in first attempt with 65% and above marks.

This selection is subject to your fulfilling all our eligibility criteria and academic requirements shared at the time of campus recruitment. In case these criteria and requirements are not met, and / or the declaration made by you in our Employment Application Form submitted is found to be false, this offer of selection would stand withdrawn.

Your date of joining along with other details will be communicated to you separately.

The pre-joining process including Pre-Employment Medical Check (PEMC) will commence soon and communication in this regard will be sent to your email ID.

Please acknowledge receipt and acceptance of this letter within 10 days of the communication by providing your digital signature below.

Yours faithfully,  
For LARSEN & TOUBRO LIMITED

(J KABILAN)  
HEAD – HUMAN RESOURCES  
DIVISIONAL CORPORATE

#### Acknowledgement

I acknowledge that I have received, read the above communication, and accept the same.

(Rishab Raman)

LARSEN &  
TOUBRO  
OFFER  
LETTER OF  
PG



**LARSEN & TOUBRO**

Larsen & Toubro Limited  
A. M. Naik Tower  
Gate No. 3, Jogeshwari - Vikhroli  
Link Road, Powai, Mumbai 400072,  
INDIA  
Tel: +91 22 6892 5010 / 5011  
www.Larsentoubro.com

Ref: L&T / PGT 2023 /IR /LT2023255520255554

Date: 28-04-2023

Mr. Nitish Babu M  
DG Vaishnava College, Chennai  
Email ID: nitishsaagar1408@gmail.com  
Contact Number: 9566157216

Greetings from Larsen & Toubro Limited!

Congratulations! We are pleased to inform you that you have been selected for the position of "Post Graduate Trainee" with Larsen & Toubro Limited basis the rigorous selection process that you underwent with us. We are eagerly looking forward to your being a member of L&T family.

Your date of joining will be tentatively in **July 2023**, subject to your medical fitness being cleared and certified by our company's authorized doctor and passing the **Post Graduation Program** in first attempt with 65% and above marks.

This selection is subject to your fulfilling all our eligibility criteria and academic requirements shared at the time of campus recruitment. In case these criteria and requirements are not met, and / or the declaration made by you in our Employment Application Form submitted is found to be false, this offer of selection would stand withdrawn.

Your date of joining along with other details will be communicated to you separately.

The pre-joining process including Pre-Employment Medical Check (PEMC) will commence soon and communication in this regard will be sent to your email ID.

Please acknowledge receipt and acceptance of this letter within 10 days of the communication by providing your digital signature below.

Yours faithfully,  
For LARSEN & TOUBRO LIMITED

(J KABILAN)  
HEAD - HUMAN RESOURCES  
DIVISIONAL CORPORATE

#### Acknowledgement

I acknowledge that I have received, read the above communication, and accept the same.

Nitish Babu M (Apr 28, 2023 21:31 GMT+5.5)

(Nitish Babu M)

Registered Office: L&T House, Ballard Estate, Narottam Morarjee Marg, Mumbai - 400 001, INDIA CIN:  
L99999MH1946PLC004768



Larsen & Toubro Limited  
A. M. Naik Tower  
Gate No. 3, Jogeshwari - Vikhroli  
Link Road, Powai, Mumbai 400072,  
INDIA  
Tel: +91 22 6892 5010 / 5011  
www.Larsentoubro.com

Ref: L&T / PGT 2023 /IR /LT2023255520255532

Date: 28-04-2023

Mr. Bharath M  
DG Vaishnava College, Chennai  
Email ID: bharathmari17@gmail.com  
Contact Number: 9789651240

Greetings from Larsen & Toubro Limited!

Congratulations! We are pleased to inform you that you have been selected for the position of "Post Graduate Trainee" with Larsen & Toubro Limited basis the rigorous selection process that you underwent with us. We are eagerly looking forward to your being a member of L&T family.

Your date of joining will be tentatively in **July 2023**, subject to your medical fitness being cleared and certified by our company's authorized doctor and passing the **Post Graduation Program** in first attempt with 65% and above marks.

This selection is subject to your fulfilling all our eligibility criteria and academic requirements shared at the time of campus recruitment. In case these criteria and requirements are not met, and / or the declaration made by you in our Employment Application Form submitted is found to be false, this offer of selection would stand withdrawn.

Your date of joining along with other details will be communicated to you separately.

The pre-joining process including Pre-Employment Medical Check (PEMC) will commence soon and communication in this regard will be sent to your email ID.

Please acknowledge receipt and acceptance of this letter within 10 days of the communication by providing your digital signature below.

Yours faithfully,  
For LARSEN & TOUBRO LIMITED

(J KABILAN)  
HEAD – HUMAN RESOURCES  
DIVISIONAL CORPORATE

#### Acknowledgement

I acknowledge that I have received, read the above communication, and accept the same.

Bharath M

Bharath M (Apr 29, 2023 10:07 GMT+5.5)

(Bharath M)



Larsen & Toubro Limited  
A. M. Naik Tower  
Gate No. 3, Jogeshwari - Vikhroli  
Link Road, Powai, Mumbai 400072,  
INDIA  
Tel: +91 22 6892 5010 / 5011  
www.Larsentoubro.com

Ref: L&T / PGT 2023 /IR /LT2023255520255522

Date: 28-04-2023

Mr. Muthuramalingam S  
DG Vaishnava College, Chennai  
Email ID: mailmuthurambba@gmail.com  
Contact Number: 6380984893

Greetings from Larsen & Toubro Limited!

Congratulations! We are pleased to inform you that you have been selected for the position of "Post Graduate Trainee" with Larsen & Toubro Limited basis the rigorous selection process that you underwent with us. We are eagerly looking forward to your being a member of L&T family.

Your date of joining will be tentatively in **July 2023**, subject to your medical fitness being cleared and certified by our company's authorized doctor and passing the **Post Graduation Program** in first attempt with 65% and above marks.

This selection is subject to your fulfilling all our eligibility criteria and academic requirements shared at the time of campus recruitment. In case these criteria and requirements are not met, and / or the declaration made by you in our Employment Application Form submitted is found to be false, this offer of selection would stand withdrawn.

Your date of joining along with other details will be communicated to you separately.

The pre-joining process including Pre-Employment Medical Check (PEMC) will commence soon and communication in this regard will be sent to your email ID.

Please acknowledge receipt and acceptance of this letter within 10 days of the communication by providing your digital signature below.

Yours faithfully,  
For LARSEN & TOUBRO LIMITED

(J KABILAN)  
HEAD – HUMAN RESOURCES  
DIVISIONAL CORPORATE

#### Acknowledgement

I acknowledge that I have received, read the above communication, and accept the same.

Muthuramalingam S

Muthuramalingam s (Apr 28, 2023 19:01 GMT+5.5)

(Muthuramalingam S)

Registered Office: L&T House, Ballard Estate, Narottam Mararjee Marg, Mumbai - 400 001, INDIA CIN:  
L99999MH1946PLC004768



**LARSEN & TOUBRO**

**Larsen & Toubro Limited,**  
**Construction**  
**Water & Effluent Treatment**  
P. B. No. 979, Mount Poonamallee Road  
Manapakkam  
Chennai - 600 089, INDIA  
Tel : +91-44-2252 6000, 2252 8000  
Fax : +91-44-3319 4949  
www.lntecc.com

Ref.: PGT 2023/IR/WET IC-LT2023255520255542

14th July 2023

**Mr. Mohamed Hanif R**  
**DG Vaishnava College, Chennai**  
**Contact No. 9566102700**

Dear Sir,

**Sub: Appointment as Post Graduate Trainee- IR**

Hearty Congratulations on being selected for the position of Post Graduate Trainee-IR through our rigorous campus selection process. We are pleased to attach the offer of your appointment as PGT-IR. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Post Graduate Trainee -IR shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

Your training commences on **31<sup>st</sup> July 2023** and you are required to report at Chennai on **30<sup>th</sup> July 2023**. Your joining formalities will be intimated in due course and a detailed email will be sent to you on this separately on receipt of your acceptance of this offer. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to bring the following required documents in original for verification, on the date of your physical joining. Also keep two photocopies of the following documents.

- S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation/Post Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formal in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect. In case of any clarification, kindly contact Ms. Olivia.A / 4461745940 / [olivia.a@lntecc.com](mailto:olivia.a@lntecc.com).

Yours Faithfully,  
for **LARSEN & TOUBRO LIMITED**

**(GAUTAM JAIN)**

**HEAD – TALENT ACQUISITION**  
**WATER & EFFLUENT TREATMENT IC**

Ref.: PGT 2023/IR/WET IC-LT2023255520255542

14th July 2023

**Mr. Mohamed Hanif R**  
**DG Vaishnava College, Chennai**  
**Contact No. 9566102700**

Dear Sir,

**Sub: Appointment as Post Graduate Trainee- IR**

With reference to the interview you had with us, we have pleasure in selecting you as **POST GRADUATE TRAINEE -IR** on the following terms and conditions, subject to:

- (a) Your passing the final Degree Examination in **FIRST** attempt and
  - (b) Being found medically fit by the Company's Doctor.
1. Your period of training will be for twelve months from the date you report for training.
  2. During the course of twelve months training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives diligently and faithfully carry out your duties and obligations. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.
  3. During the course of your training, the company will pay you the following salary:

<b>PARTICULARS</b>	<b>AMOUNT (₹) (Office Based)</b>	<b>AMOUNT (₹) (Project Based)</b>
STIPEND	15500/- P.M	15500/- P.M
FLEXIPAY	25210/- P.M	24410 /- P.M
<b>TOTAL</b>	<b>40710/- P.M</b>	<b>39910 /- P.M</b>

You will be eligible for reimbursement of Site Compensatory Allowance when posted at Project Sites as follows: -

	<b>Project Based</b>
Site Compensatory Allowances (P.M)	₹ 3160/-P.M.

A lump sum amount of ₹ **60,000/-** will be payable to Post Graduate Trainees -IR on successful completion of training period.

You are also eligible to get Leave Travel Assistance ₹ **21,000/-** after the completion of eleven months of your training period.



**Mr. Mohamed Hanif R**

4. **Gratuity:** Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.
5. **Provident Fund:** You will be enrolled as a member of "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
6. **Tax Liability:** Income Tax Liability, if any, will be borne by you.
7. During the period of training, you will be entitled to leave as per the leave rules shown in **Annexure-I.**
8. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
9. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following: -
  - a) Breach of any of the conditions of this agreement;
  - b) Any misconduct on your part;
  - c) Failure to carry out any of your duties and obligations;
  - d) Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing whatever be the cause of such absence or omission.
10. Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.

11. You are to treat the terms of this agreement as confidential.
12. You are to treat the following as strictly confidential
  - Your salary, allowances, benefits, rewards.
  - The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

13. You will keep us informed of your local contact address whenever there is any change.

**MINDSPRINT**

**OFFER**

**LETTER**



## Campus Selection Announcement | Mindsprint | DG Vaishnav College

Fri, May 12, 2023 at 3

K Surya <k.surya@mindsprint.org>  
 To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>  
 Cc: Swaminathan L <swaminathan.l@mindsprint.org>, Srinivas P <srinivas.p@mindsprint.org>

Dear Balamuralikrishna,

I'm pleased to announce the below mentioned students had successfully cleared all rounds of interviews with us and we are happy to offer them as **Executive – Human Resources**. The formal offer and onboarding formalities will be communicated to the students by us shortly. My sincere congratulations to the student who have cleared the interviews and my wishes to all the other students who participated. Please accept my sincere thanks to you for all your efforts and coordination, enabling this hiring!

Mentioned below the details of selected candidates with compensation/benefits structure for your easy reference. I have announced the same to the selected students today. I will proceed sending the offer to the selected candidates and initiate onboarding formalities shortly from my end.

### Selected Student's detail:

#	Candidate Name	PG Degree	Test status	Overall Marks (50.0)	Attention to Detail	Data Interpretation	Reasoning	MS Excel	Grammar	Vocabulary	Reading Comprehension	Overall %	Fin Stat
1	Aravind J	MBA	Selected	30	2	-	8	6	3	1	10	60	Selec
2	Peer Fasmin Junaiitha K	MBA	Selected	34.6	2.6	4	8	6	3	1	10	69.2	Selec

**Note:** We have one more candidate in pipeline named Muthu Selvi S, for whom the interview will be scheduled coming week.

### Compensation & Benefits:

Designation Offered	Qualification	CTC/Annum	Benefits Offered
<b>Executive – Human Resources</b> <b>Grade: F2</b>	MBA Finance	INR 600,000	<ul style="list-style-type: none"> <li>500,000 Medical insurance (covering employees and immediate family)</li> <li>300,000 Accident Insurance Coverage</li> <li>Term Life Coverage - 4 times of the fixed CTC</li> <li>Gratuity Benefits (as per Gratuity Act)</li> <li>Continuous Learning &amp; Development/Certification Programs (internal &amp; external)</li> </ul>

Regards,

**Surya K**

Talent Acquisition

## MINDSPRINT

Ascendas, 12<sup>th</sup> Floor, Zenith Building,

International Tech Park, CSIR Road,

Taramani, Chennai, India - 600113

Ph: 044-42223700 | M +91 7305994550

**Website:** www.mindsprint.org

**NOTE:** My email domain has changed from '@olamnet.com' to '@mindsprint.org'. You may send emails to me using '@mindsprint.org'

This email is confidential and may also be privileged. If you are not the intended recipient, please delete it and notify us immediately; you should not copy or use it for any purpose, nor disclose its contents to any other person. The Mindsprint Privacy Statement explains how we collect and use personal data and can be found at [www.mindsprint.org/privacy.html](http://www.mindsprint.org/privacy.html). Thank you.

13 MOKSHA LLC

OFFER

LETTER

## Offer Letter

Date: 25<sup>th</sup> June 2023

To,

Dear Kaviya Priya S V,

We are pleased to appoint you as “**Human Resource Associate**” in our organization operating from Chennai India starting on 28<sup>th</sup> June 2023.

As compensation for all services to be rendered, Mokshaa Technologies agrees to pay employee an annual salary not less than Rs. 3,00,000/- **Per Annum (Rupees Three Lakhs Per Annum)** throughout the probationary period. Following the completion of the probation period, the salary will be subject to an appraisal review, and based on performance, it may be increased to Rs. 3,50,000/- Per Annum or adjusted during the annual appraisal. The salary set forth herein above shall be payable in accordance with the regular payroll practices of Mokshaa Technologies.

At the time of joining, you are requested to submit copies of the following:

- (a) Identification documents: Valid identification documents
  - a. Passport Xerox Copy
  - b. Driver's license or Aadhaar Card Xerox Copy
- (b) Educational certificates:
  - a. Certificates supporting your educational qualification along with marks sheet
  - b. Schooling certificate (SSLC/ICSE/SSC) in support of your age
- (c) Two color passport size photographs
- (d) PAN Card Xerox Copy

Your Appointment has been based on the information furnished by you. However, if there is any discrepancy in the copies of the documents / certificates given by you as proof in support of the above. We at our sole discretion have the option to revise or cancel your offer. Every individual will be on probation period for three months from the date of appointment during this period you would be monitored on your performance and upon non-performance of the duties the termination can be offered immediately without prior notice and without paying any compensation. Please sign the duplicate copy of the letter and return it to us as a token of your acceptance of this appointment and inform us within the day and date of your joining our organization.

As a new member of Mokshaa Technologies India Pvt Ltd, we look forward to a long and mutually beneficial association with you.

Very Truly,

For Mokshaa Technologies India Pvt Ltd



**S K Kannan**

**ANNEXURE-A**  
**EMPLOYMENT AGREEMENT**

**DATE:** 25<sup>th</sup> June 2023

**PLACE:** Chennai

**PARTIES:**

The parties to this Agreement are **Mokshaa Technologies India Pvt Ltd** located at 10/B, DTP Colony, Ambattur, Chennai 600 053.

**And**

**Kaviya Priya S V** located at Plot no.19, Sri Sai Atchaya illam, Sapthagiri Nagar, Bagalur Road, Hosur, Krishnagiri District, Tamil Nadu - 635 109.

**BACKGROUND:**

Mokshaa Technologies is a private limited company formed in the Tamil Nadu State and qualified to do business in various states in India. Mokshaa Technologies provides quality software production and full-service consulting house. Mokshaa Technologies spends significant sums of money recruiting and training its employees, bringing and acclimating them to the field of systems marketing, and providing other services, because of the time and expense expended by Mokshaa Technologies, and because other companies will attempt to hire Mokshaa Technologies employees, it is reasonable that employees agree to the terms and conditions of this Employment Agreement as a condition of employment.

**AGREEMENTS:**

NOW, THEREFORE, in consideration of the mutual covenants, conditions and agreements as hereinafter set forth, the parties agree as follows:

**1. EMPLOYMENT:**

Mokshaa Technologies hereby employs the Employee, and the Employee hereby accepts employment upon signing the terms and conditions set forth herein and in 'Exhibit A' attached hereto.

**2. DUTIES:**

I. Employee shall perform the duties as detailed in the Employment Offer and as set forth herein. Employee may be required to work at clients' locations anywhere in India or at any of the Mokshaa Technologies's facilities worldwide for extended periods.

II. Mokshaa Technologies in its sole discretion shall have the right at any time during the term of this Agreement to assign the Employee to perform duties different in any manner whatsoever from the duties originally assigned and specified.

III. Employee to Serve as Officer if selected. Should the Employee be elected or appointed a director or officer of the Company during his employment the employee shall serve in such office without further compensation. The Company is not required by this agreement to cause the election or appointment of the employee.

### **3. EXTENT OF SERVICES:**

As long as employee is employed by Mokshaa Technologies, employee shall devote his full time to the business of Mokshaa Technologies and shall not participate directly or indirectly in any business or activity that is in competition with Mokshaa Technologies. The Employee shall devote his/her entire time, and attention to the employer's business and shall not during the term of this agreement be engaged in any other business activity whether or not such business activity is pursued for gain, profit or other pecuniary advantage. The Employee further agrees that he will perform all of the duties assigned to him to the best of his ability and in a manner satisfactory to the employer that he will truthfully and accurately maintain all records, preserve all such records and make all such reports as the employer may require; that he will fully account for all money and all of the property of the employer of which he may have custody and will pay over and deliver the same whenever and however he may be directed to do so. The employees are requested to make their own arrangements with regards to traveling.

### **4. NON-SOLICITATION OF CUSTOMERS AND SUPPLIERS:**

a) In consideration for employee's employment hereunder and in recognition of the fact that Mokshaa Technologies's relationships with its customers constitute a substantial part of Mokshaa Technologies's goodwill, employee agrees that, for two (2) years after termination of employee's employment for any reason employee shall not, directly or indirectly, in any capacity, solicit or accept business, provide consulting, marketing services of any kind to or perform any of the services offered by Mokshaa Technologies for, any of Mokshaa Technologies 's customers, Mokshaa Technologies 's customers' clients, or any prospect of Mokshaa Technologies to whom a presentation has been made within the preceding six month.

b) In the event that employee breaches the covenant set forth in Paragraph above, then, as liquidated damages, employee will pay to Mokshaa Technologies a sum equal to three months' salary to Mokshaa Technologies. Employee recognizes and agrees that the damages resulting from the breach by employee of the covenant set forth in Paragraph 4(a) would be incapable or very difficult of accurate determination, and that the amount of liquidated damages set forth in this Agreement is a reasonable forecast of just compensation to Mokshaa Technologies for the harm that would be caused to Mokshaa Technologies by employee's breach. Employee acknowledges that these liquidated damages provision is not a penalty assessed against employee, and agrees that Mokshaa Technologies may elect to assert its right to liquidated damages or seek actual damages in Mokshaa Technologies's sole discretion.

### **5. RESTRICTIVE COVENANT NOT TO COMPETE:**

i. During the period of employment with Mokshaa Technologies, its successors, or assigns, including any corporation, under this agreement, employee shall not engage in or participate in the business of the Mokshaa Technologies India Pvt Ltd, directly or indirectly, as a partner shareholder, officer, director, employee, consultant, independent contractor, agent or otherwise other than by working for Mokshaa Technologies or its successors or assigns.

ii. The Employee agrees that during the employment and for a period of two years (2) after the termination of his employment for any reason, he will not directly, or indirectly, individually or together or through any affiliate or other firm, request, advise, solicit, entice, persuade, induce, approach or council or attempt to request any employee, insurance broker, consultants, agents, client or customer of Mokshaa Technologies to withdraw, curtail, cancel, terminate, alter or refrain from extending or



renewing any contractual or other relationship of such employee, broker, agent, client, or customer to commence a similar or substantially similar relationship with the employee or any of his affiliates, or any competitor of Mokshaa Technologies.

#### **Future Competitive Business:**

The Employee agrees that he will not, for a period of two years (2) after the termination of his employment for any reason, engage in any way, directly or indirectly, in any business competitive with the Employer's or Employer's customers business, nor solicit, or in any manner work for, or assist any competitive business in any country in which the Employer or the Customer are marketing their products or services or contemplating marketing their products or services.

#### **Failure to comply:**

Employee recognizes and agrees that the damages resulting from the breach by Employee of the covenant set forth would be incapable or very difficult of accurate determination, and that the amount of liquidated damages set forth in this Agreement is a reasonable forecast of just compensation to Mokshaa Technologies for the harm that would be caused to Mokshaa Technologies by Employee's breach. Employee acknowledges that these liquidated damages provision is not a penalty assessed against Employee and agrees that Mokshaa Technologies may elect to assert its right to liquidated damages or seek actual damages in Mokshaa Technologies's sole discretion.

#### **6. NON-SOLICITATION OF EMPLOYEES:**

The Employee shall not, during his employment with Mokshaa Technologies and for two (2) years following termination of Employee's employment with Mokshaa Technologies, for any reason whatsoever, directly or indirectly, individually or together or through any affiliate or other firm, employ or attempt to employ or solicit or induce, or attempt to solicit or induce or encourage, any employee, current or future employee of Mokshaa Technologies to leave Mokshaa Technologies's employment or to seek or take employment other than with Mokshaa Technologies.

#### **7. UNAUTHORIZED DISCLOSURE OF CONFIDENTIAL INFORMATION:**

(a) Access to Confidential Information: The employee recognizes and acknowledges that he has had and have access to Property of Mokshaa Technologies and certain Confidential Information of Mokshaa Technologies and that such information constitutes valuable, special and unique property of Mokshaa Technologies.

(b) Property of Mokshaa Technologies: All records, forms, supplies or reproduced copies, provided and furnished by Mokshaa Technologies to the Employee, or obtained by the Employee during the performance of his services under this agreement, and/or the prior agreements shall remain the property of Mokshaa Technologies such records, forms, and supplies shall include, but not be limited to, such things as: Documents; interoffice memos; records, software, magnetic storage media, any correspondence, regardless of the author, notebooks; client lists; or any such other supplies provided by Mokshaa Technologies. It is expressly understood that the Employee's license to the possession of said records, forms or supplies, or any copies thereof, are to fulfill his obligations to Mokshaa Technologies under this Agreement and/or the prior agreement, and he has no other right or proprietary interest in those documents.

i. When employed by Mokshaa Technologies, and for a period of two years thereafter, Employee shall not, directly or indirectly, disclose to anyone outside of Mokshaa Technologies, to any person, partnership, company, or to any other business or governmental agency without the express written consent of Mokshaa Technologies any Confidential Information or use any Confidential Information (as hereinafter defined) other than pursuant to the employment by and for the benefit of Mokshaa Technologies.



ii. The term "Confidential Information" as used throughout this Agreement means any and all trade secrets of Mokshaa Technologies and any and all data or information not generally known outside of Mokshaa Technologies whether prepared or developed by or for Mokshaa Technologies or received by Mokshaa Technologies from any outside source. Without limiting the scope of this definition, Confidential Information includes any customer files, customer lists, employee lists and their contact information, sales commission structures, any business, marketing, financial or sales data, plan, or survey; and any other record or information relating to the present or future business, product or service of Mokshaa Technologies. All Confidential Information and copies thereof are the sole property of Mokshaa Technologies and shall be returned to Mokshaa Technologies upon termination of Employment or anytime Mokshaa Technologies requests to return the information.

iii. The Employee agrees, recognizes, and acknowledges that a breach of this nondisclosure clause in this agreement constitutes misappropriation of trade secrets and confidential information.

iv. When employed by Mokshaa Technologies, and for a period of two years thereafter, Employee shall not, directly or indirectly, disclose or threaten, intentionally or negligently allow or assist others in using the Company's confidential information in any way inconsistent with or contrary to the terms of this agreement, or the instructions or interests of Mokshaa Technologies.

v. The Employee agrees to return all originals and copies of all documents or other media and tangible property containing the Company's confidential information to the Company at the time the employment relationship is terminated.

#### **8. CONFIDENTIALITY OF CUSTOMER LIST:**

Since the list of the Company's customers is a valuable, special and unique asset of the Company, the Employee agrees that during or after the term of his or her employment, not to reveal the list, or any part of it, or other trade secret to any person, firm, corporation, association, or any other entity. The Company shall be entitled to restrain the Employee from disclosing the list, or any other trade secret, or from rendering any services to any entity to whom the list has been or is threatened to be disclosed. The right to an injunction is not exclusive, and the Company may pursue any other remedies it has against the Employee for a breach or threatened breach of this condition, including the recovery of damages.

#### **9. OFFICE GUIDELINES:**

Employees hereby agree to follow the Office Guidelines as issued by the employer in the annexure and strictly adhere to the guidelines. Employer can recourse or resort to disciplinary action on the failure of the employee in those duties reflected in the office guidelines it affects the company's Business, reputation, the employee shall be fined for the damages and necessary action will be taken.

#### **10. COMPANY PROPERTY:**

Employee hereby agrees to take Necessary Care diligence to protect, maintain, handle company's property within the premises during the working hours and hereby he agrees that any kind of misbehavior, mishandling, any kind of commission or omission observed shall be liable to be penalized both civil and criminal. Employee shall not disturb work atmosphere and culture with his Access to place of work during and after the working hours. The term company's property includes Computers, Air conditioners, Furniture, Networking, Office Stationery, any moveable, immoveable properties in the premises of place of employment. Employees shall not use the access to communication lines like internet, ISD, VOIP for personal purpose and should not use for illegal purpose like accessing the Porn Sites, Chatting Illegal usage of E-Mails, Hacking Etc. Employees are personally liable for any kind of acts. Internet should not be used for any kind of activity, which is illegal and unlawful as per IT acts. Employee shall strictly adhere to the networking policy as per company norms

## **11. NON-PIRACY:**

In consideration for the employment, compensation and benefits set out in this agreement, the Employee agrees that the Employee shall refrain, either individually or in concert with an affiliate, from doing business with, receiving orders or accepting revenue from, brokering any transactions with, or otherwise dealing in any business, commercial or professional situation with any supplier, employee, customer, or listed prospect of the Employer, who was a supplier, employee, customer or listed prospect of the Employer, at any time during the tendency and duration of the relationship and two years after the relationship between the Employee and the Employer.

## **12. EQUITABLE RELIEF:**

The employee represents that due to his/her education and qualifications and the significant consideration, training which he will receive pursuant to the agreement, his/her ability to earn a livelihood would not be impaired if Mokshaa Technologies is granted in equitable relief to enforce the obligations set forth in this agreement.

## **13. AT WILL RELATIONSHIP**

Mokshaa Technologies employs Employees at will and may terminate the employment relationship at any time, for any reason. Likewise, subject to the terms of this agreement, Employee may resign at any time, with at least two months of prior notice after the completion of the 2yr bond. During the notice period the salary thereof will be paid during the final settlement only. If an employee is terminated on grounds of non-performance, no notice period, no compensation will be given and no claims to it will be entertained.

## **14. INJUNCTIVE RELIEF**

Employee consents and agrees that, upon the breach of the covenants contained in this Agreement and in addition to any other claim or cause of action Mokshaa Technologies may have, a restraining order and/or injunction may be issue against Employee.

## **15. ENFORCEABILITY**

If any provision of this Agreement is held by a court of competent Jurisdiction to be invalid or unenforceable, the remainder of the Agreement shall remain in full force and shall in no way be impaired.

## **16. ATTORNEY BILL COLLECTION FEES**

Upon a breach of this Agreement by Employee, Employee agrees to pay Mokshaa Technologies its costs, including all attorneys and collection fees incurred or paid by Mokshaa Technologies in enforcing the terms of this Agreement, whether a legal action is filed. Employee further agrees that all outstanding moneys that the Employee owes Mokshaa Technologies under any of the clauses under this Agreement will carry an interest of 1.5% per month commencing thirty days from the date of the termination of employment. Employee further agrees that Mokshaa Technologies may withhold from the Employee's

paychecks any amounts owed to Mokshaa Technologies by the Employee. The employee's failure to comply with the provisions of the sections shall give Mokshaa Technologies the right to terminate any benefits or compensation or and employment to which the employee may be otherwise entitled.

## 17. OWNERSHIP OF RESULTS OF SERVICES

Mokshaa Technologies shall own, and Employee hereby transfers and assigns to it, all ownership of the results and proceeds of Employee's services. Rights of every kind and character throughout the work, in perpetuity, in and to any material and/or ideas written, suggested, or submitted by Employee hereunder and all other results and proceeds of Employee's service hereunder, whether the same consists of literary, dramatic, mechanical or any other form of works, themes, ideas, creations, products, or compositions that arose or were created during Employee's employment. Employee agrees to execute and delivery to Mokshaa Technologies such assignments or other instruments as Mokshaa Technologies may require from time to time to evidence.

## 18. NO PRIOR AGREEMENT

Employee represents and warrants that he/she is not a party to or otherwise subject to or bound by the terms of any contract, agreement or understanding which in any manner would limit or otherwise affect his/her ability to perform his obligations hereunder, including, without limitation, any contract, agreement or understanding containing terms and provisions similar in any manner to those contained in this Agreement.

## 19. BINDING AGREEMENT

This Agreement shall be binding upon and inure to the benefit of each Party hereto.

## 20. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with Indian laws without regard to the application of conflict of law principles, and the parties agree that any legal suit, action or proceeding arising out of or relating to this agreement must be instituted in a State or court in Hyderabad, Tamil Nadu and they hereby irrevocably submit to the jurisdiction of any such court. Employee agrees that he/she has read and understands the terms of this agreement, has and an opportunity to ask any questions, clarifications and to seek the assistance of legal counsel's advice regarding the above employment terms, and is not relying upon any advice from Mokshaa Technologies in this regard.

BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF ITS PROVISIONS AND THAT I AGREE TO BE FULLY BOUND BY THE SAME.

Employee



Name: Kaviya Priya S V

Date: 28/06/2023

Mokshaa Technologies India Pvt Ltd



S K Kannan

Date: 25<sup>th</sup> Jun 2023

## Employment Bond Agreement

This Employment Bond Agreement ("Agreement") is made on [25<sup>th</sup> Jun 2023] by and between **Mokshaa Technologies India Pvt Ltd**, a company incorporated under the laws of India, having its registered office at 10/B, DTP Colony, Ambattur, Chennai 600 053, hereinafter referred to as the "Company," and **Kaviya Priya S V** an individual residing at Plot no.19, Sri Sai Atchaya illam, Sapthagiri Nagar, Bagalur Road, Hosur, Krishnagiri District, Tamil Nadu - 635 109, hereinafter referred to as the "Employee."

WHEREAS, the Company has invested considerable time, effort, and expense in recruiting, training, and developing the Employee for the role; and

WHEREAS, the Company seeks to protect its investment in the Employee by ensuring that the Employee remains in the Company's employment for a certain period;

NOW, THEREFORE, the parties hereto agree as follows:

**Bond Period:** The Employee agrees to remain in the Company's employment for a period of two years from the date of joining the Company ("Bond Period").

**Termination:** The Employee acknowledges that if he/she voluntarily terminates the employment before the completion of the Bond Period, or if his/her employment is terminated by the Company for cause, the Employee shall be liable to pay a sum of Rs 1,00,000 (Rupees One lakh only) to the Company as liquidated damages. The Employee agrees that this amount represents a reasonable estimate of the damages that the Company may suffer due to the Employee's premature termination of the employment.

This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, and agreements between the parties relating to the subject matter of this Agreement.

This Agreement may be modified or amended only in writing and signed by both the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

BY SIGNING THIS BOND AGREEMENT, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF ITS PROVISIONS AND THAT I AGREE TO BE FULLY BOUND BY THE SAME.

Employee



Name: Kaviya Priya S V

Date: 28/06/2023

Mokshaa Technologies India Pvt Ltd



S K Kannan

Date: 25<sup>th</sup> June 2023

**EXHIBIT A**

- Employment:** Mokshaa Technologies employ's Kaviya Priya S V to render exclusive and full-time service as "Human Resource Associate".
- Duties:** The Employee shall devote his or her best efforts to the affairs of Mokshaa Technologies and shall perform such duties as shall be directed by the reporting manager/Head-India operations.
- Location of Work:** Employee shall provide services on Mokshaa Technologies projects and/or Mokshaa Technologies client projects either at Mokshaa Technologies's location or at the client's location. The Employee may be required to work at client's location anywhere in the India for extended periods of time and subject to relocation at such time as project comes to end.
- Compensation:** As compensation for all services to be rendered, Mokshaa Technologies agrees to pay Employee an annual salary as mentioned in Page 01. The salary set forth herein shall be payable in accordance with the regular payroll practices of Mokshaa Technologies.
- Appraisals:** Performance appraisal for employees is done once each year.

BY SIGNING THIS EXHIBIT, A, ATTACHMENT TO THE EMPLOYMENT AGREEMENT, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF ITS PROVISIONS AND THAT I AGREE TO BE FULLY BOUND BY THE SAME.

Employee

Mokshaa Technologies India Pvt Ltd



Name: Kaviya Priya S V

S K Kannan

Date: 28/06/2023

Date: 25<sup>th</sup> Jun 2023

## Compensation Structure

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This

Description	Per Month	Per Annum
Basic	13750	165000
HRA	6875	82500
Conveyance	1600	19200
Medical	1250	15000
Other Allowances	1525	18300
Gross Per Month	25000	300000
Less PT	200	2400
Total Take Home subject to Tax	24800	297600
Total CTC PM	25000	300000

**Note: Income Tax is subject to Employee liability**

**MOVATE  
OFFER LETTER**



Placement Cell DG Vaishnav &lt;placement@dgvaishnavcollege.edu.in&gt;

**List of selects from yesterday**

Padma Jayaraman <Padma.Jayaraman@movate.com>  
 To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>  
 Cc: Sri Magesh Srinivasa Rao <SriMagesh.SrinivasaRao@movate.com>

Dear Sir,

Please find the list of selects from yesterday. Offer letters have been sent to them today. Kindly help us with offer acceptance.

A.Hafeez Ur Rahman	Dwaraka Doss Goverdhan Doss Vaishnav College		B.Com Accounting and Finance		9962092901		hafeezurrahmaan10@
Yuvraj Singh bhali	Dwaraka Doss Goverdhan Doss Vaishnav College		B.Com Accounting and Finance		9829625778		urjanotyuvrajbhali@g
Abitha sri.C	Dwaraka Doss Goverdhan Doss Vaishnav College		B.Com General		7358011389		abithasekar2001@gri
Sai karthik.B	Dwaraka Doss Goverdhan Doss Vaishnav College		B.Com General		6374466749		saikarthik24017@gm

With regards,

Padma Jayaraman || Associate Director - Campus &amp; Institutional Alliance

Cell: +91 9840632056



Movate (formerly CSS Corp)

32 A &amp; B, Ambit IT Park, Ambattur Industrial Estate|Chennai|India |www.movate.com



Momentum + Innovate = Movate

<https://www.csscorp.com/email-disclaimer>



**MR. COOPER  
OFFER  
LETTERS**

15/11/2022

Name : Pradap S

Contact Number : 9825734824

Mail id : pradap106urush@gmail.com

Sub: Provisional Offer Letter

Dear Pradap,

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For NSM Services Private Limited



Arati Mohanram

Vice President – People Org, India Center

I, PRADAP. S accept the above offer.

(Signature)



15/11/2022

Name : R. Chandra Prakash Sharma

Contact Number : 8056104364

Mail id : Chandrasharmi1524@gmail.com

Sub: **Provisional Offer Letter**

Dear R. Chandra

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

Vice President – People Org, India Center

R. CHANDRA PRAKASH SHARMA accept the above offer.



(Signature)

15/11 2022

Name : P. Gobhala Sanjay  
Contact Number : 9841899400  
Mail id : pgsanjay2002@gmail.com  
Sub: **Provisional Offer Letter**

Dear Gobhala Sanjay

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, P. GOBALA SANJAY accept the above offer.

P. Gobhala Sanjay

(Signature)

15 / 11 2022

Name : Chandra Mohan.D

Contact Number : 7550184292

Mail id : chandramohan.d2002@gmail.com

Sub: **Provisional Offer Letter**

Dear Chandra

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, CHANDRA MOHAN accept the above offer.

Chandra Mohan.D

(Signature)

15/11 2022

Name : M. Naren Karthik  
Contact Number : 9445836794  
Mail id : itznaren.03@gmail.com

Sub: **Provisional Offer Letter**

Dear M. Naren

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, NAREN KARTHIK.M  
accept the above offer.

M. Naren Karthik

(Signature)

15/11/2022

Name : Rahul Prasath k.R

Contact Number : 7200562523.

Mail id : rahulprasath0901@gmail.com

Sub: **Provisional Offer Letter**

Dear Rahul,

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, here by \_\_\_\_\_ accept the above offer.

(Signature)

Rahul Prasath K.R

15/11 2022

Name : Karthik A.S

Contact Number : 6382416904

Mail id : askarthik20018@gmail.com

Sub: **Provisional Offer Letter**

Dear Karthik A S

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, A.S.KARTHIK accept the above offer.

A.S.Karthik

(Signature)



15/11/2022

Name : Malini Ganesan

Contact Number : 9361838288

Mail id : lsgmalini.22@gmail.com

Sub: **Provisional Offer Letter**

Dear Malini,

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, Malini G accept the above offer.

Malini G.

(Signature)

15/11/2022

Name : Sakthi Kumar . S

Contact Number : 9345549545

Mail id : SakthiKumars376@gmail.com

Sub: **Provisional Offer Letter**

Dear Sakthi,

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, SAKTHI KUMAR S accept the above offer.



(Signature)

15/11/2022

Name : Vengatesh S

Contact Number : 8925123703

Mail id : vengi020523@gmail.com

Sub: Provisional Offer Letter

Dear Vengatesh

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For NSM Services Private Limited



Arati Mohanram

Vice President – People Org, India Center

I, Vengatesh S accept the above offer.



(Signature)

15/11/2022

Name : Mohamed Abu Thalib S

Contact Number : 9952077160

Mail id : nadheemabu12@gmail.com

Sub: Provisional Offer Letter

Dear Mohamed.

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For NSM Services Private Limited



Arati Mohanram

Vice President – People Org, India Center

I, Mohamed Abu<sup>Thalib S.</sup> accept the above offer.



(Signature)

15/11 2022

Name : C. Siva Sankari

Contact Number : 9445035612

Mail id : sankarisankari963@gmail.com

Sub: **Provisional Offer Letter**

Dear C. Siva Sankari

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, Siva Sankari accept the above offer.

Siva Sankari  
(Signature)

15/11 2022

Name : A. Kaviya Shree

Contact Number : 9962456576

Mail id : kaviyashreekaviyashree07@gmail.com

Sub: **Provisional Offer Letter**

Dear A. Kaviya

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, A. KAVIYA SHREE accept the above offer.

A. Kaviya Shree

(Signature)

15/11/2022

Name : Sneha Lakshmi . S

Contact Number : 6374693345

Mail id : snehalakshmi145@gmail.com

Sub: Provisional Offer Letter

Dear Sneha.

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, Sneha Lakshmi accept the above offer.

Sneha Lakshmi . S

(Signature)

15/11/2022

Name : R. Jai Nivetha

Contact Number : 9940335875

Mail id : jainivetha2002@gmail.com

Sub: **Provisional Offer Letter**

Dear R. Jai,

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, JAI NIVETHA R accept the above offer.



(Signature)



15/11/2022

Name : Balasanjan J

Contact Number : 9025231271

Mail id : babala 7279@gmail.com

Sub: **Provisional Offer Letter**

Dear Balasanjan

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

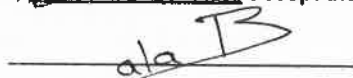
For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, Balasanjan accept the above offer.



(Signature)

15/11/2022

Name : Vaishali . S

Contact Number : 7397405603

Mail id : vaishalisinha 40 @ gmail . com

Sub: **Provisional Offer Letter**

Dear Vaishali

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

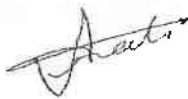
Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, Vaishali . S accept the above offer.



(Signature)

15/11/2022

Name : Kiruthikaa.K  
Contact Number : 6383265262  
Mail id : Kiruthikaa0206@gmail.com

Sub: **Provisional Offer Letter**

Dear Kiruthikaa.K

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, K. Kiruthikaa accept the above offer.

K. Kiruthikaa

(Signature)

**NTRUST  
OFFER LETTER**



Placement Cell DG Vaishnav &lt;placement@dgvaishnavcollege.edu.in&gt;

**DGV 2023 - Selected Candidates List Whatsapp Group**

Manivannan Jeyaraman &lt;jmanivannan@entrustsoft.in&gt;

Tue, Feb 14, 2023 at 3:36 PM

To: prakashmohanraj2002@gmail.com

Cc: placement@dgvaishnavcollege.edu.in, Sheeba Peter &lt;psheeba@entrustsoft.in&gt;

Dear Mohanraj,

I hope this email finds you well. As discussed earlier I have shared the necessary information for your reference

**For the Whatsapp Group****Group name:** eNTrust - DGV 2023**Admin:** Add the below three members as the admin for the group

Sheeba Peter - 9962356940 (eNtrust- Hr Team)

Manivannan J - 9344384218 (eNtrust- Hr Team)

Mr. Balamurali Krishnan - 9840021743 (Placement Officer)

**Selected Candidates' Name List**

S.No	Name	Reg No	Degree	Specialization	Mobile No	Email ID
1	Mohanraj P	2013101034221	B.com	Accounting and finance	6369517714	prakashmohanraj2002@gmail.com
2	Kishore M	2013101034219	B.com	Accounting and finance	8610778717	kishorekasthuri826@gmail.com
3	Shravan G	2013101034331	B.com	Accounting and finance	9840510326	shravanguru5103@gmail.com
4	Ananda Roopan S	2013101042203	B.com	Corporate Secretaryship	9150948844	roopanananda@gmail.com
5	Meenakshi R	2013091036248	B.com	General	9003160438	meenakshi09112@gmail.com
6	Shakthivelan PR	2013101036139	B.com	General	9677080939	shakthivelan828@gmail.com
7	Ayisha Fathima A	2013091018167	BA	Economics	9361293839	ayisha110902@gmail.com
8	Janani A	2013101008130	BA	English	9787644900	jananigirinath2001@gmail.com

Thanks &amp; regards,

Manivannan J

HR Team

eNTrust Software &amp; Services Pvt Ltd

DLF Info City SEZ, Block 6, Level-4,

1/124 Mount Poonamallee Road,

Manapakkam, Chennai - 600 089.

Land Line : 044 - 28602497; Extn: 2206

**Consent to use data for the purpose of Recruitment** - Pls note that when you share your CV/Biodata/Resume, you give your prospective employer (eNTrust Software & Services Pvt Ltd) consent to use and process your personal data for the purpose of the recruitment process. A few examples are listed here - Address/ Phone Numbers/ Previous experience / Skills and qualifications/ Salary details /Resume, etc.,

**Email Confidentiality Notice:**

The information contained in this transmission is confidential, proprietary and/or privileged. The message is intended for the sole use of the individual or entity to whom it is addressed. If you are not the intended recipient, you are notified that any use, distribution or copying of the message is strictly prohibited and may subject you to criminal or civil penalty.

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ENSS/HR/IN-OFF/2023  
10-February-2023

Ananda Roopan S,  
Department - B.Com - CS  
Reg. no - 2013101042203

Re: Letter of Offer

Dear Ananda Roopan,

Further to the discussion that we had, we are pleased to offer you employment in our organization subject to the criteria (1) You will be required to complete Internship program successfully (2) Meeting the expected Performance standard in Internship Program & (3) Completion of graduation without any arrears in April/May 2023.

Your tentative date of Joining will be in the month of July 2023 and your work location will be DLF. Please note that a detailed appointment letter shall be issued at the time of joining the company. You will be designated as 'Trainee'. You will be paid an annual CTC of Rs. 215567 per annum (Two Lakh Fifteen Thousand Five hundred and Sixty Seven Rupees Only) including Provident Fund, ESI & Gratuity as per the governing statutory norms.

Before joining, you will be required to undergo a pre-employment medical exam by a doctor appointed by the Company and this offer is subject to you being medically fit for employment with us. At the time of joining, you should submit two copies of the following documents 1. Photographs (Five passport size) 2. Copies of all the educational certificates including mark sheets in full (SSLC Onwards) 3. Aadhar Card 4. PAN Card 5. Blood group with Medical fitness approved by our authorized hospital. 6. Covid Vaccination Certificate

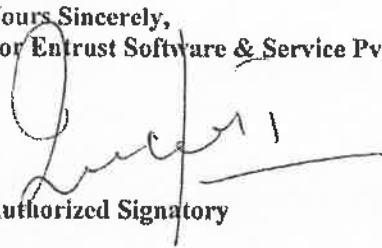
You should produce all the original certificates for verification within one month from the date of joining and it will be returned immediately after verification.

Pls note that, during your internship, you will be bound by the company's Acceptable use policy. The purpose of this policy is to outline the acceptable use of computer equipment at eNTrust. These rules are in place to protect the employee, eNTrust and its customers. Inappropriate use exposes eNTrust to risks including virtual attacks, compromise of network systems and services, compromise of customer information and violation of legally binding

Please confirm your acceptance of the above offer to your placement officer and all the other terms of this Offer Letter. The terms of this Letter of Offer are confidential in nature and shall not be divulged by any mode of communication to any other person or organization etc., prior to your date of joining, during your employment with the Company or thereafter.

Best wishes,

Yours Sincerely,  
For Entrust Software & Service Pvt. Ltd.

  
Authorized Signatory

Accepted the Terms of offer

Ananda Roopan S

ENSS/HR/IN-OFF/2023  
10-February-2023

eNTrust Software & Services Pvt. Ltd.,  
Raheja Towers, 6th Floor,  
No.177, Anna Salai,  
Chennai - 600 002.  
Tel: 044 28602497 / 98 / 99

Ananda Roopan S,  
Department - B.Com - CS  
Reg. no - 2013101042203

**Re: Letter of Offer**

Dear Ananda Roopan,

Further to the discussion that we had, we are pleased to offer you employment in our organization subject to the criteria (1) You will be required to complete Internship program successfully (2) Meeting the expected Performance standard in Internship Program & (3) Completion of graduation without any arrears in April/May 2023.

Your tentative date of Joining will be in the month of July 2023 and your work location will be DLF. Please note that a detailed appointment letter shall be issued at the time of joining the company. You will be designated as 'Trainee'. You will be paid an annual CTC of Rs. 215567 per annum (Two Lakh Fifteen Thousand Five hundred and Sixty Seven Rupees Only) including Provident Fund, ESI & Gratuity as per the governing statutory norms.

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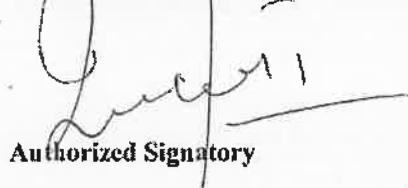
You should produce all the original certificates for verification within one month from the date of joining and it will be returned immediately after verification.

Pls note that, during your internship, you will be bound by the company's Acceptable use policy. The purpose of this policy is to outline the acceptable use of computer equipment at eNTrust. These rules are in place to protect the employee, eNTrust and its customers. Inappropriate use exposes eNTrust to risks including virtual attacks, compromise of network systems and services, compromise of customer information and violation of legally binding

Please confirm your acceptance of the above offer to your placement officer and all the other terms of this Offer Letter. The terms of this Letter of Offer are confidential in nature and shall not be divulged by any mode of communication to any other person or organization etc., prior to your date of joining, during your employment with the Company or thereafter.

Best wishes,

Yours Sincerely,  
For EnTrust Software & Service Pvt. Ltd.



Authorized Signatory

Accepted the Terms of offer

Ananda Roopan S

ENSS/HR/IN-OFF/2023  
10-February-2023

Shakthivelan P R,  
Department - B.Com - Gen  
Reg. no - 2013101036139

**Re: Letter of Offer**

Dear Shakthivelan,

Further to the discussion that we had, we are pleased to offer you employment in our organization subject to the criteria (1) You will be required to complete Internship program successfully (2) Meeting the expected Performance standard in Internship Program & (3) Completion of graduation without any arrears in April/May 2023.

Your tentative date of Joining will be in the month of **July 2023** and your work location will be **DLF**. Please note that a detailed appointment letter shall be issued at the time of joining the company. You will be designated as 'Trainee'. You will be paid an annual CTC of **Rs. 215567 per annum (Two Lakh Fifteen Thousand Five hundred and Sixty Seven Rupees Only)** including Provident Fund, ESI & Gratuity as per the governing statutory norms.

Before joining, you will be required to undergo a pre-employment medical exam by a doctor appointed by the Company and this offer is subject to you being medically fit for employment with us. At the time of joining, you should submit two copies of the following documents 1. Photographs (Five passport size) 2. Copies of all the educational certificates including mark sheets in full (SSLC Onwards) 3. Aadhar Card 4. PAN Card 5. Blood group with Medical fitness approved by our authorized hospital.6. Covid Vaccination Certificate

You should produce all the original certificates for verification within one month from the date of joining and it will be returned immediately after verification.

Pls note that, during your internship, you will be bound by the company's Acceptable use policy. The purpose of this policy is to outline the acceptable use of computer equipment at eNTrust. These rules are in place to protect the employee, eNTrust and its customers. Inappropriate use exposes eNTrust to risks including virtual attacks, compromise of network systems and services, compromise of customer information and violation of legally binding

Please confirm your acceptance of the above offer to your placement officer and all the other terms of this Offer Letter. The terms of this Letter of Offer are confidential in nature and shall not be divulged by any mode of communication to any other person or organization etc., prior to your date of joining, during your employment with the Company or thereafter.

Best wishes,

Yours Sincerely,  
For Entrust Software & Service Pvt. Ltd.

  
Authorized Signatory

Accepted the Terms of offer

Shakthivelan P R



**NATWEST**  
**OFFER LETTER**



NatWest  
Group

PRIVATE & CONFIDENTIAL

15 February 2023

P LAKSHMEE KRUBA

No 24/9, New tank bund road, Otteri , chennai - 600012

**Subject: Letter of Intent**

Dear P Lakshmee,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the **Graduation** Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and the Company shall not be responsible for any liability arising thereof.

In exceptional circumstances, the Company reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited

*Dexter Almeida*

Dexter Almeida  
Director – Colleague Service India

*I accept the offer*

*P. Lakshmee*  
*11/04/2023*



RBS Services India Private Limited,

Regd. Office: 6th Floor,  
Building-2, Tower A, GIL IT/ITES  
SEZ, Candor Techspace,  
Sector-21, Dundaheera,  
Gurugram, Haryana, India,  
122016.

Website:

[www.NatWestGroup.com](http://www.NatWestGroup.com), Email:  
[india.services@rbs.com](mailto:india.services@rbs.com),

Telephone: +91 124 676 4000

Facsimile: +91 124 676 4790.

Corporate Identity Number –  
U72900HR2001PTC055458

Human Resources

STRICTLY PRIVATE & CONFIDENTIAL

#### TERMS AND CONDITIONS OF EMPLOYMENT CONTRACT

This contract of employment (hereinafter referred to as "this Contract") executed on 23/06/2023 between:

**EMPLOYER:** RBS Services India Private Limited ("the Company", "we" or "our"), having its Registered Office at 6th Floor, Building-2, Tower A, GIL IT/ITES SEZ, Candor Techspace, Sector-21, Dundaheera, Gurugram, Haryana, India, 122016 a subsidiary undertaking / member of NatWest Group of companies.

**EMPLOYEE:** Sanjay Subramoniam Gopalarathnam ("you"), residing at 58/3, CHENNAI, 600059.

Throughout this Contract NatWest Group is referred to as the "Group"; a company in the Group is referred to as "Group Company" and includes NatWest Group Plc and any subsidiaries and associated companies, including but not limited to the Company.

**Issue Date:** 23/06/2023

**SDS01 - Start Date:** Your employment will begin no later than 24/07/2023 ("Start Date").

**SDS01.1** - Please note that your employment with the Company is subject to and conditional on your successfully clearing of your educational qualification specified in the Letter of Intent ("LOI") issued by the Company, and presenting the mark sheet and certificate / provisional certificate to that effect within 90 days of your Start Date .

**SDS01.2** - In the event of your failure to complete the said qualification or failure to submit the mark sheet and passing certificate by the above specified timeline ; the employment with the Company shall stand withdrawn or terminated without any notice or payment in lieu of notice (as applicable) with effect from the date when your failure to complete the course is confirmed or the date when you were due to



RBS Services India Private Limited,

Regd. Office: 6th Floor,  
Building-2, Tower A, GIL IT/ITES  
SEZ, Candor Techspace,  
Sector-21, Dundaheera,  
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submit your mark sheet and failed to do so, which ever is earlier. The Company / Group shall not be responsible for any.

#### **JTS01 - Job Title**

Within Retail Banking , your Job Title is Customer Service & Operations Analyst (Volume) A3.

And Corporate Title is Analyst.

The Company reserves the right to unilaterally amend/ revise these titles for any business purposes, at its sole discretion.

JTS01.1 - You may be required to undertake other reasonable duties from time to time, for the Company and any Group Company. The Group reserves the right to second you or transfer you to any Group Company and any suitable alternative position reasonably within your capabilities, according to business requirements of the Group on a temporary or permanent basis. You will not refuse to carry out any assignment solely on the grounds that it has not been part of your usual duties during your employment. You will also not be entitled to any additional compensation for carrying out any job which, in the opinion of the management, is equivalent to the job you have been assigned earlier.

JTS01.2 - Whilst you are employed by the Company, you must not undertake any other employment, whether paid or unpaid, or engage or be involved or interested, whether directly or indirectly, in any other business or organisation (either during or outside your working hours), unless you have obtained our prior written consent.

#### **LNS01 - Location**

LNS01.1 - Your Work Location will be Chennai. We may, at our discretion, require you to (temporarily or permanently) work at or transfer to different work premises or require / allow you to work remotely.

LNS01.2 - Whilst you may be allowed / required to work remotely (whether temporarily or otherwise), you are expected to work within the framework of the guideline(s) issued to you from time to time and keep yourself, complied with your obligations and requirements stated in the related policy(ies) / guideline(s) of the Company. You will maintain utmost degree of care/ dignity; decorum and always remain compliant with applicable laws while performing work either remotely or otherwise. You agree and



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understand that Company may at its sole discretion, decide anytime to discontinue with your flexible working arrangement and can ask you to resume work from your Work Location or may make necessary changes anytime in your working arrangement, as per its requirement.

LNS01.3 - Notwithstanding the above, you agree that a) you will be eligible for the statutory benefit(s), applicable to you as per your Work Location; b) that the 'laws of India' and 'your Work Location' shall exclusively remain the 'governing laws' and the 'place of jurisdiction' respectively, for the purpose of any dispute(s) arising out of or in relation to your Employment Contract.

LNS01.4 - You acknowledge and agree that your employment with the Company may be seconded or transferred to another company within the Group (as may be determined by the Company) in accordance with applicable policies. You shall execute all documents necessary or desirable to effect such transfer.

#### **PPS01 - Probationary Period**

PPS01.1 - The first six months of your employment shall be a probationary period. Details of the arrangements which apply during probation are on the Group's intranet.

PPS01.2 - If your standard of performance, attendance or conduct is unsatisfactory at any time during this period, you may be dismissed in line with Company policies and procedures. We may, at our discretion, extend your probationary period.

#### **IPS01 - Integrity and Professionalism**

IPS01.1 - This offer of employment is contingent upon the successful completion of the Pre Employment Screening (PES) process which is part of the background screening conducted by the Group. PES includes but is not limited to verification of your employment history and qualifications.

IPS01.2 - The Group may withdraw this offer of employment (if applicable) or terminate your employment if the result of any background screening check (which may be conducted at any time prior to or during your employment) or act on your part demonstrates (at the discretion of the Group) that you will not be able to carry out the inherent requirements of your employment to the Group's standards of



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integrity and professionalism.

#### **HWS01 - Hours of Work**

- 1.1 - Your normal hours will be 45 hours each week. Our working week runs Monday to Sunday. Your manager will allocate your working days and times.
- 1.2 - We have the right to vary the number of hours, days and times which you work to meet the needs of the business. If this happens you will be given reasonable notice.
- 1.3 - You will be required to work the hours necessary to fulfil the responsibilities of your role.

#### **RMS01 - Remuneration:**

- 1.1 - The entitlements of your total reward are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements are subject to income tax provisions which may be applicable including taxation on perquisite value.
- 1.2 - Your remuneration package includes the Total Fixed Pay of INR 400,000. Please refer to the enclosed Annexure 1 to see the Total Fixed Pay breakup. Please note that the salary structure provided in Annexure 1 is provisional and may undergo change based on the prevalent Statutes, Tax laws and Company policy on the date of your joining. Accordingly, you may be issued an updated salary structure at the time of your joining. To clarify, your Total Fixed Pay will remain unaffected due to such change in your salary structure.
- 1.3 - Your pay Total Fixed Pay will have three core components:
  - 1.3.1 - Salary – This includes Basic and Supplementary allowance.
  - 1.3.2 - Benefit Funding – This is the value provided towards benefits like HRA, LTA, Telephone reimbursement, Meal card etc.
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- 1.4 - Other Benefits (in addition to the Total Fixed Pay) provided by the Company are Hospitalization Insurance Cover, Life Insurance Cover, Statutory Bonus, ESIC Contribution, Gratuity, Maternity Benefits and such other benefits as per applicable law. These benefits are as per applicable law & the Company / Group policy. You will find more information on the Group's intranet.



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#### **RTS01 - Retirement**

RTS01.1 - Subject to any applicable law, the normal retirement age is 60.

#### **LVS01 - Annual Leave and Public Holidays**

LVS01.1 - Your annual leave entitlement will be in accordance with the Company's Leave policy and guidelines. You may be required to take part of your annual leave as compliance leave, in accordance with applicable policy.

LVS01.2 - Additional days are given each year for public holidays and we will let you know when they are. We reserve the right to ask you to work on a public holiday.

LVS01.3 - Full details of the policy regarding annual leave and holidays are available on the Group's intranet or can be obtained from your line manager.

#### **CNS01 -Confidentiality**

CNS01.1 - "Confidential Information" is knowledge about the commercial affairs and business transactions of the Company and the Group, including, but not limited to, information about the customers, clients, employees, suppliers (whether former, actual or potential), Group contracts, pricing structures, financial and marketing details, terms of business, proposed transactions, premises, assets, internal communications, Intellectual Property, technical systems, data, designs, formulae, product lines, projects, operational procedures, research activities, negotiating position, forward planning, technical and product developments, accounts, finances, computer software and general know-how of the Company or any company of the Group.

CNS01.2 - Confidential Information also includes, without limitation:

CNS01.2.1 - information relating directly or indirectly to particular securities or issuers thereof (both Group companies and third parties) and which would, if generally available, be likely to have an effect on the price of such securities or related investments ("Price-Sensitive Information");

CNS01.2.2 - any information contained in documents marked "confidential" or documents of a higher security classification and other information which, because of its nature or the circumstances in which you receive it, you should reasonably consider to be confidential; and

CNS01.2.3 - confidential information (howsoever obtained) about or provided by any third party received during the course of or as a result of your employment by the Group.



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Human Resources

**STRICTLY PRIVATE & CONFIDENTIAL**

**TERMS AND CONDITIONS OF EMPLOYMENT CONTRACT**

This contract of employment (hereinafter referred to as "this Contract") executed on 23/06/2023 between:

**EMPLOYER:** RBS Services India Private Limited ("the Company", "we" or "our"), having its Registered Office at 6th Floor, Building-2, Tower A, GIL IT/ITES SEZ, Candor Techspace, Sector-21, Dundaheera, Gurugram, Haryana, India, 122016 a subsidiary undertaking / member of NatWest Group of companies.

**EMPLOYEE:** Sanjay Subramoniam Gopalarathnam ("you"), residing at 58/3, CHENNAI, 600059

Throughout this Contract NatWest Group is referred to as the "Group"; a company in the Group is referred to as "Group Company" and includes NatWest Group Plc and any subsidiaries and associated companies, including but not limited to the Company.

**Issue Date:** 23/06/2023

**SDS01 - Start Date:** Your employment will begin no later than 24/07/2023 ("Start Date").

**SDS01.1** - Please note that your employment with the Company is subject to and conditional on your successfully clearing of your educational qualification specified in the Letter of Intent ("LOI") issued by the Company, and presenting the mark sheet and certificate / provisional certificate to that effect within 90 days of your Start Date .

**SDS01.2** - In the event of your failure to complete the said qualification or failure to submit the mark sheet and passing certificate by the above specified timeline ; the employment with the Company shall stand withdrawn or terminated without any notice or payment in lieu of notice (as applicable) with effect from the date when your failure to complete the course is confirmed or the date when you were due to





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#### **RTS01 - Retirement**

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LVS01.1 - Your annual leave entitlement will be in accordance with the Company's Leave policy and guidelines. You may be required to take part of your annual leave as compliance leave, in accordance with applicable policy.

LVS01.2 - Additional days are given each year for public holidays and we will let you know when they are. We reserve the right to ask you to work on a public holiday.

LVS01.3 - Full details of the policy regarding annual leave and holidays are available on the Group's intranet or can be obtained from your line manager.

#### **CNS01 -Confidentiality**

CNS01.1 - "Confidential Information" is knowledge about the commercial affairs and business transactions of the Company and the Group, including, but not limited to, information about the customers, clients, employees, suppliers (whether former, actual or potential), Group contracts, pricing structures, financial and marketing details, terms of business, proposed transactions, premises, assets, internal communications, Intellectual Property, technical systems, data, designs, formulae, product lines, projects, operational procedures, research activities, negotiating position, forward planning, technical and product developments, accounts, finances, computer software and general know-how of the Company or any company of the Group.

CNS01.2 - Confidential Information also includes, without limitation:

CNS01.2.1 - information relating directly or indirectly to particular securities or issuers thereof (both Group companies and third parties) and which would, if generally available, be likely to have an effect on the price of such securities or related investments ("Price-Sensitive Information");

CNS01.2.2 - any information contained in documents marked "confidential" or documents of a higher security classification and other information which, because of its nature or the circumstances in which you receive it, you should reasonably consider to be confidential; and

CNS01.2.3 - confidential information (howsoever obtained) about or provided by any third party received during the course of or as a result of your employment by the Group.



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CNS01.3 - You agree you shall at all times observe secrecy in respect of all the affairs of the Group of which you become aware as a result of your employment and in particular you will keep confidential:  
CNS01.3.1 - all information relating to the Group's customers including their identity, their accounts and the details of all Group products or policies held by them.

CNS01.3.2 - all the actual or proposed transactions of the Group with its customers, suppliers, advisers, regulators and other business connections; and

CNS01.3.3 - all data belonging to, or held by, the Group whether stored electronically or otherwise and all Confidential Information of the Group.

CNS01.4 - Subject to the need to use or disclose Confidential Information in the proper performance of your duties to the Group, you agree that you will not at any time, whether on your own behalf or in any capacity on behalf of any other person, firm, company or organisation, disclose, reveal, cause the publication of or otherwise make use of any such Confidential Information whether for your personal gain or otherwise and you will not make any direct or indirect detrimental or derogatory references to the Group, its directors or employees in any form, including on the internet (for example making any such references in any on-line diary, typically known as "blogging").

CNS01.5 - You acknowledge and understand that:

CNS01.5.1 - maintaining absolute confidentiality is crucial to the Group whose business depends upon the discretion of employees and contracted personnel;

CNS01.5.2 - a breach of this undertaking of confidentiality will be regarded as a serious disciplinary matter and may, if committed while you are employed by the Company result in disciplinary action being taken against you up to and including dismissal without notice and/or criminal proceedings;

CNS01.5.3 - this obligation of secrecy will apply to all the Group's business and will remain in full force and effect even after you have left the service of, or ceased working within, the Group;

CNS01.5.4 - the obligation of secrecy will apply unless you have express written consent from the Group to disclose the Confidential Information or you are required to do so by law or the information is already in the public domain, other than by way of unauthorised use or disclosure.

CNS01.6 - The restrictions outlined in this clause do not apply to any disclosure which you are required to make by law, or to the use or disclosure of information which is already within the public domain through no fault of your own or action on your part, or to a disclosure which constitutes a protected disclosure within the meaning of applicable public interest disclosure legislation.

CNS01.7 - Without prejudice to the foregoing, any disclosure by you of information relating to your pay and remuneration and any and all increments, bonuses and other fringe benefits incidental thereto



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provided to you by the Company, to any person, including another employee of the Company, will be viewed as a serious breach of your terms of employment and will be dealt with accordingly. Disclosure of such confidential information to your immediate family, tax and legal advisors on a need to know basis will not be a violation of this clause.

CNS01.8 - The obligations under this clause shall survive after the expiry or termination of this Contract for any reason.

#### **DPS01 - Data Protection & Privacy**

DPS01.1 - You shall at all times during your employment with the Company act in accordance with the Company's Privacy & Client Confidentiality Policy and any data protection, privacy and client confidentiality policies, procedures and accountabilities as amended from time to time and any applicable local privacy law. Breach of this undertaking could lead to disciplinary action.

DPS01.2 - By signing this Contract, you acknowledge and agree that we are permitted to collect and hold personal information or data (PI) about you as part of our personnel and other business records and that the Group may use such PI for the purpose of conducting background checks, administering your employment and other purposes directly related to your employment.

DPS01.3 - You consent that we may disclose such PI to third parties in the event that such disclosure is in our view required for any business or legal requirement or the proper administration of employment and other matters directly related to your employment. This clause applies to PI collected, held, used or disclosed in any medium.

DPS01.4 - The Employee Privacy Notice contains detailed information about how we process your personal information, including how we process your sensitive personal information, disclosures of your personal information to third parties (such as suppliers or credit reference agencies), intra group sharing of personal information and international transfers of your personal information.

DPS01.5 - For further information, please refer to the relevant policies, which is available on the Group's intranet or from your line manager.

#### **PNS01 - Period of Notice and Termination**

PNS01.1 - You or the Company may terminate your employment by giving the other party written notice as follows:



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PNS01.1.1 - At any time during your probationary period: 30 calendar days;

PNS01.1.2 - After completion of your probationary period: 90 calendar days.

PNS01.2 - The Company reserves the right to make a payment in lieu of notice (prorated monthly equivalent of Total Fixed Pay)

PNS01.3 - The Company may terminate your employment summarily without notice (or payment in lieu of notice) in the event of gross misconduct or a serious breach of your employment obligations.

PNS01.4 - The Company, at any time during your notice period (whether notice is given by you or by us), and in its absolute discretion, (i) alter your duties or (ii) instruct you to remain away from work on garden leave ("Garden Leave").

PNS01.5 - While you are on Garden Leave:

PNS01.5.1 - you must be available for work, although we are not obliged to provide you with any work;

PNS01.5.2 - you will continue to receive your reference salary and any benefits (where payable) under this Contract, but no discretionary and performance related awards or incentive payments will accrue during this period as you will not be carrying out your normal duties;

PNS01.5.3 - you must not, without the Company's prior consent:

(a) attend the office premises of the Company or any Group Company;

(b) remove any documents or property from the Company or any Group Company;

(c) work for any other person or entity other than the Company or undertake any other business;

PNS01.5.4 - you may not contact or attempt to contact without our prior written consent, any client, customer, agent, professional adviser, broker or other employee of the Company or the Group (except your line manager); and

PNS01.5.5 - you remain an employee and continue to be bound by all duties as an employee of the Company (including but not limited to your duty of fidelity and good faith to the Company, which will apply in full and to the same extent as existed prior to the Garden Leave), as well as all employment terms and conditions, subject to the above.

#### **RPS01 - Return of Property**

RPS01.1 - When your employment ends (or earlier on demand by the Company) you are required to return all Confidential Information, and all Group property and equipment in an acceptable condition.

#### **RCS01 - Restrictive Covenants**



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RCS01.1 - For the purposes of this clause:

RCS01.1.1 - 'Termination Date' means the date of termination of your employment with the Company for whatever reason;

RCS01.1.2 - 'Confidential Information' has the meaning given to it in the Confidentiality clause in this Contract;

RCS01.1.3 - 'Business' means those parts of the business carried on at the Termination Date by the Company or any other Group Company with which you were involved to a material extent at any time during the Relevant Period;

RCS01.1.4 - "Restricted Period" means the period of six months commencing on the Termination Date, less any period immediately prior to the Termination Date, which you have been required by the Company to spend on Garden Leave;

RCS01.1.5 - 'Relevant Period' means:

(a) if you are placed on Garden Leave, the period of 12 months prior to the commencement of Garden Leave; or

(b) if you are not placed on Garden Leave, the period of 12 months prior to the Termination Date (or, if not employed for 12 months, the duration of the Employment);

RCS01.1.6 - "Customer" means any person, firm, company or organisation or other entity who or which, at any time during the Relevant Period, (i) was a customer or client of the Company or (ii) has had negotiations or discussions about the supply or about products or services supplied or provided by the Company or any other Group Company and:

(a) with whom or which, during the Relevant Period, you had business dealings, negotiations or discussions, in the course of your employment; or

(b) in relation to whom or which you are, by reason of your employment, in possession of any trade secrets or Confidential Information;

RCS01.1.7 - 'Relevant Third Party' means any person, firm, company, organisation or other entity who or which, at any time during the Relevant Period, was an investor with or an exclusive supplier to the Company or any Group Company (other than a supplier of utilities and goods or services for administrative purposes) and:

(a) with whom or which, during the Relevant Period, you had business dealings in the course of your employment; or

(b) in relation to whom or which you are, by reason of your employment, in possession of any trade secrets or Confidential Information.





**NatWest Group**

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RCS01.1.8 - "Relevant Person" means any person with whom you had been in contact with during the Relevant Period and who was at the Termination Date (i) a director of the Company or any other Group Company or (ii) an employee of the Company or any other Group Company at grade level B, C, D, E or F or (iii) a consultant of the Company or any other Group Company.

RCS01.2 - You agree, as separate and independent obligations, that during the Restricted Period you will not without the written consent of the Company which shall not be unreasonably withheld or delayed, directly or indirectly, either on your own behalf or for, with, through or on behalf of any other person, firm, organisation, company or other entity:

RCS01.2.1 - in competition with the Business, (i) solicit, or entice away or endeavour to solicit, or entice away the custom or business of any Customer from the Company or any other Group Company or (ii) interfere adversely with or endeavour to interfere adversely with the Company's or any other Group Company's relationship with any Customer;

RCS01.2.2 - in competition with the Business, do any business with, accept orders from, or have any business dealings with any Customer;

RCS01.2.3 - cause or endeavour to cause any Relevant Third Party to either cease investing in or doing business with the Company or any other Group Company or to materially alter the terms of its investment in or on which it transacts business with the Company or any Group Company in a manner detrimental to the Company or any other Group Company;

RCS01.2.4 - solicit, induce or endeavour to solicit or induce any Relevant Person to cease working for or providing services to the Company or any other Group Company, whether or not any such Relevant Person would thereby commit a breach of contract; or

RCS01.2.5 - employ or otherwise engage or attempt to employ or otherwise engage in any business in competition with the Business, any Relevant Person, whether or not any such Relevant Person would thereby commit a breach of contract.

RCS01.3 - You further agree that you shall not, following the termination of your employment with the Company represent yourself or hold yourself out as being in any way connected with the business of the Company or any other Group Company.

RCS01.4 - You acknowledge and agree that :

RCS01.4.1 - the Restrictions are considered by the parties to be reasonable in all the circumstances;

RCS01.4.2 - the duration and extent of each of the Restrictions are no greater than necessary for the protection of the Company's legitimate commercial interests and/or those of any other Group Company;

RCS01.4.3 - if any of the Restrictions by itself, or taken together with any of the others, is found to be



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void or unenforceable, but would be valid if some part of it were deleted or modified, such Restriction shall apply with such modification as may be necessary to make it valid and effective; and  
RCS01.4.4 - the Restrictions are separate and severable and enforceable as such, so that if any Restriction is determined as being unenforceable in whole or in part for any reason, that shall not affect the enforceability of any of the remaining Restrictions or, in the case of part of a Restriction being unenforceable, of the remainder of that Restriction.

RCS01.5 - Any benefit given or deemed to be given by you to any other Group Company under the terms of this clause is received and held on trust by the Company for the relevant Group Company. You hereby agree to enter into appropriate restrictive covenants of a similar scope and duration to the Restrictions directly with any other Group Company if requested to do so by the Company.

#### **RBS01 - Receipt of Payments and Benefits from Third Parties**

RBS01.1 - Subject to any written regulations issued by the Group which may be applicable, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Group or any associated company and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Group or the relevant associated company for the amount received or the value of the benefit so obtained.

#### **POS01 - Policies and Procedures**

POS01.1 - The Group has adopted a number of employment and business policies and procedures. You must comply with the Group's policies and procedures (as amended, removed or replaced from time to time), including the Code of Conduct.

POS01.2 - You will have access to all of the Group policies and procedures including the Code of Conduct, on the Group's intranet site or from your line manager. You must familiarise yourself with them and you agree to be bound by them.

POS01.3 - We reserve the right to change existing policies and procedures or introduce new ones from time to time. Information about new policies and procedures or changes to existing ones including the Code of Conduct will be communicated through the Group's intranet and/or employee communications.



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POS01.4 - Disciplinary procedures or any other applicable procedures in the circumstances may be implemented for failure to comply with the Group's policies and procedures up to and including dismissal.

#### **RNS01 - Regulatory Requirements**

RNS01.1 - It is a condition of your appointment and your continued employment that you satisfy (and continue to satisfy) all relevant requirements, qualifications, recommendations, rules and regulations, as amended from time to time (including any such requirements, recommendations, rules and regulations regarding handover arrangements), of (i) any regulatory body whose consent or approval is required for you to undertake (or continue to undertake) your duties; (ii) the UK Listing Authority; (iii) all other regulatory authorities relevant to the Company and / or the Group; and (iv) any internal policies and procedures of the Company and / or the Group (including the Code of Conduct) to the extent these are issued or implemented pursuant to regulatory requirements.

#### **SNS01 - Standards, Qualifications and Assessments**

SNS01.1 - You are required to attain any standards and qualifications and / or pass any assessments and / or training (whether internal or external) considered necessary by the Company and / or the Group to meet any requirements imposed on it / them including those imposed by a regulatory authority from time to time. You will be provided with details of such standards and requirements separately. Failure to meet these standards may result in disciplinary action being taken against you, up to and including dismissal.

#### **SRS01 - Staff Dealing Rules**

SRS01.1 - You must comply with the Staff Dealing Rules and should familiarise yourself with them by reading the Personal Account Dealing Policy. Full details can also be obtained from your country Compliance Department.

#### **INS01 - Intellectual Property**

INS01.1 - For the purposes of this clause and the Confidentiality clause, "Intellectual Property" means patents, rights to inventions, trademarks, service mark, registered designs (including applications for and



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rights to apply for any of them), unregistered design right, trade or business names, domain names, rights in get-up, rights in goodwill or to sue for passing off, unfair competition rights, copyright and related rights, rights in computer software, database rights, topography rights, rights in Confidential Information (including know-how and trade secrets) and any similar rights which may now or in the future exist in any country in the world.

INS01.2 - Subject to the provisions of applicable local legislation, all Intellectual Property generated by you during your employment will on its creation be automatically owned by the Company. You will cooperate fully, and do all acts required (at the Company's expense), to assign Intellectual Property with full title guarantee to the Company or any other member of the Group as directed. You hereby irrevocably appoint the Company to act as your attorney for the purposes of securing grant and ownership of the Intellectual Property. You also agree to do nothing, during or after your employment, to affect the validity of any Intellectual Property. You agree to waive all moral rights in any Intellectual Property, whether conferred by statute or otherwise.

INS01.3 - The Company may delegate its rights and/or obligations under this clause to a Group Company or other nominee. Rights and obligations in this clause shall survive termination of your employment for any reason.

#### **IAS01 - Information, Assets and Systems**

IAS01.1 - When you join us you may have access to phones, e-mail, the Group's intranet, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the policies relating to them. We may implement our disciplinary procedure if you fail to comply with them and in certain circumstances, this could amount to gross misconduct leading to dismissal. You should refer to the Code of Conduct and the Group Policy Standards for further information on these policies.

#### **DRS01 - Deductions from Remuneration**

DRS01.1 - The Group may deduct from your remuneration any overpayment made to you, any benefits including leave overtaken by you or amounts owed by you to the Group, to the extent permitted by law.

DRS01.2 - You also hereby agree, by signing this Contract, that the Group may debit your bank account, if necessary, after the effective date of the termination of your employment, for any overpayment in the final Annual Gross Remuneration Package payment that may occur, to which you are not entitled. You



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will be advised of the amount debited.

**TXS01 - Taxes**

TXS01.1 - You will be solely responsible for declaring and paying all taxes to the income tax authorities due on payments made and benefits provided to you by the Group. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

**TES01 - Changes to your Terms of Employment**

TES01.1 - We reserve the right to make reasonable changes to any of your terms and conditions of employment. We will inform you of changes by way of a general notice to all employees through the Group's intranet or by other means of employee communication.

TES01.2 - In relation to the benefits (not being a statutory benefit) referred to in this Contract, we reserve the right to withdraw or alter their terms without notice at any time. We will exercise reasonable discretion if we change the benefits or exclude you from them.

**WRS01 - Warranty**

WRS01.1 - You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this Contract.

**GLS01 - Governing Law**

GLS01.1 - The interpretation and enforcement of this Contract shall be governed by and construed in all respects in accordance with the laws of India and the parties submit themselves to the exclusive jurisdiction of the courts located in the state in which you render your services to the Company.

**WAS01- Whole Agreement**

WAS01.1 - These terms and conditions supersede any previous agreement, whether oral or in writing, between you and the Company or any other Group Company in relation to the matters dealt herein and



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represent the entire agreement between you and the Company.

**JIS01 - Joining Instruction**

JIS01.1 - You need to submit all the desired documents as enumerated by the recruiter, at the time of joining. However, if for some reason you are unable to submit it on the Start Date, i.e. day of joining, a self-declaration shall be required in this regard. You will indicate the timeframe by when these documents can be submitted.

This Contract is valid subject to you reporting to work on your Start Date failing which your appointment stands withdrawn.

Please indicate your acceptance of these terms and conditions by signing the duplicate copy of this Contract and returning it to the Company on your Start Date.

**{{sig\_es\_:signer1:signature}}**

Signature

Signed for and on behalf of RBS Services India Private Limited  
on 23/06/2023

India Authoriser Name

I, the undersigned, have read and agree to be bound by the terms and conditions of employment specified or referred to in this contract. I understand that the Company may vary the terms and conditions of employment from time to time.



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**{{sig\_es\_:signer2:signature}}**

Candidate Name

Sanjay Subramoniam Gopalarathnam

23/06/2023



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**Private and Confidential**

23/06/2023

Sanjay Subramoniam Gopalarathnam

**Annexure 1: Total Fixed Pay Break-up**

This is with reference to the Remuneration clause of the Terms & Condition of Employment letter dated 23/06/2023 issued to you. Please see below the detailed breakup of your Total Fixed Pay:

**Components of Total Fixed Pay (TFP)**

**Salary (Basic & Supplementary Allowances) - 307,250 Amount (INR per annum)**

Basic: 255,000(INR per annum)

Supplementary Allowance: 52,250 (INR per annum)

Basic: 21,250 (INR per month)

Supplementary Allowance: 4,354 (INR per month)

**Benefits Funding (Benefits selected through Payroll Portal) - 32,750 Amount (INR per annum)**

HRA: 12,750 (INR per annum)

Other RBSelect Benefits as per policy: 20,000 (INR per annum)

HRA: 1,063 (INR per month)

Other RBSelect Benefits as per policy: 1,667 (INR per month)

**Retirement Funding (Retirement plan options selected through Payroll Portal) - 60,000 Amount (INR per annum)**





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Provident Fund: 30,600 (INR per annum)

Other Retiral Benefits as per Policy: 29,400 (INR per annum)

Provident Fund: 2,550 (INR per month)

Other Retiral Benefits as per Policy: 2,450 (INR per month)

**Total Fixed Pay: 400,000 Amount (INR per annum)**

Note:

- 1) Benefit Funding – This is the value provided towards benefit like HRA, LTA, Telephone Reimbursement, Meal card, etc.
- 2) Retirement Funding – This is the value provided towards Retirement benefits like Provident Fund, National Pension System (NPS) etc.
- 3) Unutilized value from Benefit Funding and Retirement Funding will be paid through payroll.
- 4) All benefits enumerated are subjected to specific rules governing its operations.
- 5) The corresponding Income Tax liability has been excluded from these calculations.

**{{sig\_es\_:signer1:signature}}**

Signature  
Signed for and on behalf of RBS Services India Private Limited  
on 23/06/2023

India Authoriser Name



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**{{sig\_es\_:signer2:signature}}**

Candidate Name

Sanjay Subramoniam Gopalarathnam

23/06/2023



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15 February 2023

Sudeen Kumar S

No:- 78, NARAYANA MUDHALI STREET, SOWCARPET, CH-600001.

**Subject: Letter of Intent**

Dear Sudeen,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst with RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the **Graduation** Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and the Company shall not be responsible for any liability arising thereof.

In exceptional circumstances, the Company reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited

A handwritten signature in black ink, appearing to read 'Dexter Almeida', written over a horizontal line.

Dexter Almeida  
Director – Colleague Service India



NatWest  
Group

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15 February 2023

Karthik. A

NO:1A, MOOGAMBIGAI ST., VENKATESWARA NGR. EXT., ORAGADAM, AMBATTUR,  
CHENNAI - 600053.

**Subject: Letter of Intent**

Dear Karthik. A,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst with RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

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- Your clearing the **Graduation** Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
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In exceptional circumstances, the Company reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited

Dexter Almeida  
Director – Colleague Service India

*I accept the offer.*

*A. Karthik*

*11/04/2023*

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15 February 2023

Chaarun R G

No-26, Kaveri Salai, 1st street, Kodungaiyur, Chennai -600118

**Subject: Letter of Intent**

Dear Chaarun R G,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

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As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited



Dexter Almeida  
Director – Colleague Service India

Date: 11/04/2023  
I accept this offer.  
Chaarun R.G.

PRIVATE & CONFIDENTIAL

15 February 2023

Keerthana. B

No. 21, 3rd Main Road, Vel Nagar, Maduravoyal, Chennai 600 095

**Subject: Letter of Intent**

Dear Keerthana. B,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst with RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
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In exceptional circumstances, the Company reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited



Dexter Almeida  
Director – Colleague Service India

*I am accepting this offer*

*Date: 11/04/2023*



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15 February 2023

Bharath D.

No.10A/27, First floor, Arunachalapuram 2nd street, Adyar, Chennai-600020.

**Subject: Letter of Intent**

Dear Bharath D,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
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As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

*I am accepting this offer.*

Yours sincerely,  
For RBS Services India Private Limited

*Almeida*

Dexter Almeida  
Director – Colleague Service India

*RW*

*11.04.2023*



PRIVATE & CONFIDENTIAL

15 February 2023

Kavya R

West street, Siruthondamadevi , Alagappasadaram, Arasadi kuppam, Banruti, Cuddalore 607103

**Subject: Letter of Intent**

Dear Kavya R,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst with RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the **Graduation Degree** successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and the Company shall not be responsible for any liability arising thereof.

In exceptional circumstances, the Company reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited



Dexter Almeida  
Director – Colleague Service India

*I'm accepting your offer.*



*.11/4/2023.*

PRIVATE & CONFIDENTIAL

15 February 2023

Lalitha V

194 ambika street Golden george nagar nerkundram

**Subject: Letter of Intent**

Dear Lalitha V,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

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We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited



Dexter Almeida  
Director – Colleague Service India

*I am accepting the offer!*

*L. Lalitha V.*

*11/04/2023*

PRIVATE & CONFIDENTIAL

15 February 2023

Rasika. K

No. 17 part, Surya nagar , vinayagapuram , Chennai 600099

**Subject: Letter of Intent**

Dear Rasika. K,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the **Graduation Degree** successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

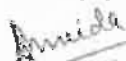
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In exceptional circumstances, the Company reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited



Dexter Almeida  
Director – Colleague Service India

*I am accepting the offer*

*Rasika K  
4/10/23*

PRIVATE & CONFIDENTIAL

15 February 2023

Bhavani Bakrecha R

220/B, Union Carbide Colony, 11th Street Kondungaiyur, Chennai-118

**Subject: Letter of Intent**

Dear Bhavani,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

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As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited



Dexter Almeida  
Director – Colleague Service India

*I Accept the offer*  
*Jhishu*  
*11.4.23*

PRIVATE & CONFIDENTIAL

15 February 2023

Sudeen Kumar S

No:- 78, NARAYANA MUDHALI STREET, SOWCARPET, CH-600001.

**Subject: Letter of Intent**

Dear Sudeen,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst with RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

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We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited



Dexter Almeida  
Director – Colleague Service India

*I am accepting the offer*

*Date :- 11-04-2023*

*S. Sudeen Kumar*

PRIVATE & CONFIDENTIAL

15 February 2023

SOORYA K

14/44 Rangarajulu street aminjikarai Chennai-600029

**Subject: Letter of Intent**

Dear Soorya,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

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We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited



Dexter Almeida  
Director – Colleague Service India

*I am accepting the offer*

*Date: 11.04.2023*





PRIVATE & CONFIDENTIAL

15 February 2023

V. Vasantha Kumar

No:158 Bharathiyar St, Madhavaram, Chennai 600060

**Subject: Letter of Intent**

Dear Vasantha,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst with RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

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We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited



Dexter Almeida  
Director – Colleague Service India

*I am accepting this offer*

*Date: 11.04.2023.*





PRIVATE & CONFIDENTIAL

15 February 2023

Vignesh A.

No:1/66 'D' Type 11th Street, Sidco Nagar, Villivakkam, Chennai-600049.

**Subject: Letter of Intent**

Dear Vignesh,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

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We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited

*Amieida*

Dexter Almeida  
Director – Colleague Service India

*I am accepting the offer.*

*Date : 11/04/2023*

*Sign : A. [Signature]*



PRIVATE & CONFIDENTIAL

15 February 2023

Sathish Kumar M

132, pillaiyar koil 1st Street, jafferkhanpet, Chennai 83

**Subject: Letter of Intent**

Dear Sathish,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

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As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

*I am accepting the offer*

Yours sincerely,  
For RBS Services India Private Limited

*Date: 11/04/2023*

*Dexter Almeida*

*M. Sathish Kumar*

Dexter Almeida  
Director – Colleague Service India



PRIVATE & CONFIDENTIAL

15 February 2023

M VIVEK BOHRA

No.9U9, L.I.G-1, T.N.H.B, AVADI CHENNAI-600054

**Subject: Letter of Intent**

Dear M Vivek,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst with RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

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We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited

Dexter Almeida  
Director – Colleague Service India

*I am accepting this offer  
Date: 11.04.2023  
M. Vivek.*



PRIVATE & CONFIDENTIAL

15 February 2023

S. Kalaivani

No.120B, Baba Nagar, 6th Street, Villivakkam, Chennai-600049

**Subject: Letter of Intent**

Dear S. Kalaivani,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst with RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

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As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited

*Amida*

Dexter Almeida  
Director – Colleague Service India

*I am accepting this offer.*

*Date : 11-04-2023*

*S. Kalaivani*



PRIVATE & CONFIDENTIAL

15 February 2023

SAIPRIYA V

NO:189/2, VAIRAKULAM 2nd STREET, CHITHU ORAGADAM, AMBATTUR, CHENNAI-600053.

**Subject: Letter of Intent**

Dear Saipriya,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

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We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited

*Amida*

Dexter Almeida  
Director – Colleague Service India

(11/04/2023)  
I am accepting the LOI  
*V. Saipriya*



NatWest  
Group

PRIVATE & CONFIDENTIAL

15 February 2023

THARUN SUNDAR S M

No.23, Devagi Nagar, Ponnammanmedu, 200ft ringroad, Chennai-600110

**Subject: Letter of Intent**

Dear Tharun,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst with RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

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We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited

*Dexter Almeida*

Dexter Almeida  
Director – Colleague Service India

*I accept this offer  
Date: 11/04/2023  
S.M. Iyer*



PRIVATE & CONFIDENTIAL

15 February 2023

Yugendran M

MGR Nagar, Arambakkam post, Gummidipoondi Tk, Thiruvallur dist-601201.

**Subject: Letter of Intent**

Dear Yugendran,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst with RBS Services India Private Limited** ("Company") ("this LOI").

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We look forward to welcoming you on board!

*I am accepting the offer*

*Date : 11/04/23*

*M. Yude*

Yours sincerely,  
For RBS Services India Private Limited

*Amuda*

Dexter Almeida  
Director – Colleague Service India





PRIVATE & CONFIDENTIAL

15 February 2023

Lakshmi Priya. G

No:27m chinna mettu palayam 2nd st kaladipet tvt Chennai 600019

**Subject: Letter of Intent**

Dear Lakshmi,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

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We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited

Dexter Almeida  
Director – Colleague Service India

11/4/2023.

I am Accepting the offer

PRIVATE & CONFIDENTIAL

15 February 2023

Sanjay Subramoniam G

58/3 kalamegam street extension East Tambaram Chennai -600059

**Subject: Letter of Intent**

Dear Sanjay,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst with RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

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We look forward to welcoming you on board!

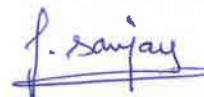
Yours sincerely,  
For RBS Services India Private Limited



Dexter Almeida  
Director – Colleague Service India

I accept this offer

Date: 11/04/2023







PRIVATE & CONFIDENTIAL

15 February 2023

C.Saran Venkateshwaran

36/38 VARADARAJAN ST MUTHURANGAN SALAI T .NAGAR CHENNAI - 600 017

Subject: Letter of Intent

Dear C.Saran,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst with RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

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We look forward to welcoming you on board!

*I am accepting the offer*

Yours sincerely,  
For RBS Services India Private Limited

*Date: 11/04/2023*

*C.Saran Venkateshwaran*

*Amida*

Dexter Almeida  
Director – Colleague Service India



NatWest  
Group

PRIVATE & CONFIDENTIAL

15 February 2023

Gudlavalleti Ghayathri Devi

new no. 198/1, old no. 68/1, vellala street, ayanavaram, chennai-600023

**Subject: Letter of Intent**

Dear Gudlavalleti,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

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We look forward to welcoming you on board!

Yours sincerely,  
For RBS Services India Private Limited

*Dexter Almeida*

Dexter Almeida  
Director – Colleague Service India

*I am accepting the offer*

*Date: 11/04/2023*

*Gudlavalleti Ghayathri Devi*

**OJ  
COMMERCE  
OFFER  
LETTER**



Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

## Request for On-Campus Recruitment

Kavitha Mani <kavitham@ojcommerce.com>

Thu, Mar 16, 2023 at 10:28 AM

To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

Good Morning Sir,

Thank you for giving us an opportunity to meet the young, passionate and energetic students at your campus.

I also appreciate the efforts and commitment shown by the students Vijay, Kailash, Sreesha and Kavyapriya who coordinated with us efficiently.

Please find the below list of students whom we shortlisted for the final F2F interview at our Office Premises.

Shortlisted Candidates for F2F - 6	
Name	Stream
Akshay Kumar RV	B.Com - A & F
priyadharshini S	B.Com - Corporate
Sahil Parikh	B.Com General
Vaishnavi Periannan	MA- Eng
T Shikeeshwar	B. COM - A & F
Kp varun	B. COM - A & F

Sir, We would like to get their resume's for further processing and looking forward to receive the same from you. If I can get these resume's by tomorrow EOD, that would be great.

I will contact you shortly to discuss about the day and time for these 6 students.

Kind Regards,  
Kavitha  
TA Manager  
OJ Commerce

From: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

Sent: Monday, March 13, 2023 5:43 PM

To: Kavitha Mani <kavitham@ojcommerce.com>

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**PIRAMAL  
FINANCE  
OFFER  
LETTERS**

Date: 15-MAR-23Name: Tharun Kumar EAddress: PragasawalkamCHEMNAIMobile No: 9080878039**Intent of Offer letter for the post of Sales Trainee**Dear Tharun

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of Sales Trainee for our Homeing Loan function based at CHEMNAI INAYAR Branch.

We are pleased to offer you a fixed salary of Rs. 2.44 L per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

As mentioned, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have agreed to join the duties on or before tentatively by 15<sup>th</sup> June 2023 (Date of joining).

You will have to complete the following formalities on the link provided before you join the organization.

- Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.
- Education mark sheets & Certificates (including final year passing certificate/ mark sheet).
- 2 passport size color photographs with red background.
- Attend a functional orientation training (Boot camp), which shall be communicated to you shortly.

Under the following circumstances the offer/employment will stand cancelled or revoked automatically:

- If for any reason you do not clear the final year examination.
- If you fail to attend the functional orientation training (Boot camp).
- In case, you fail to join on the above-mentioned date.
- Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,

For Piramal Finance Sales and Service Private Limited



Pramod Gite  
Head - Human Resources

Accepted by: Date: 15/3/2023**Piramal Finance Sales and Service Private Limited**

Registered Office: Floor 4 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T: +91 22 3602 4000

Date: 15/01/23Name: LATHA BAddress: Thiruvottiyur  
ChennaiMobile No 9361324858**Intent of Offer letter for the post of Sales Trainee**Dear Latha

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of Sales Trainee for our Horsing Loan function based at Thiruvottiyur Branch.

We are pleased to offer you a fixed salary of Rs 2.44 L per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

As mentioned, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have agreed to join the duties on or before tentatively by 15<sup>th</sup> June 2023 (Date of joining).

You will have to complete the following formalities on the link provided before you join the organization.

- Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.
- Education mark sheets & Certificates (including final year passing certificate/ mark sheet).
- 2 passport size color photographs with red background.
- Attend a functional orientation training (Boot camp), which shall be communicated to you shortly.

Under the following circumstances the offer/employment will stand cancelled or revoked automatically.

- If for any reason you do not clear the final year examination.
- If you fail to attend the functional orientation training (Boot camp).
- In case, you fail to join on the above-mentioned date.
- Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,

For Piramal Finance Sales and Service Private Limited



Pramod Gite  
Head - Human Resources

Accepted by: P. Latha  
Date: 15/01/2023

**Piramal Finance Sales and Service Private Limited**

Registered Office: Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T: +91 22 3802 4000

Date: 15 MAR - 23Name: ABHISHEK SAddress: RED HILLS(CHENNAI)Mobile No: 9805262763**Intent of Offer letter for the post of Sales Trainee**Dear Abhishek

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of Sales Trainee for our Housing Loan function based at Chennai Kilpauk Branch.

We are pleased to offer you a fixed salary of Rs. 2.42 L per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

As mentioned, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have agreed to join the duties on or before tentatively by 15<sup>th</sup> June 2023 (Date of joining).

You will have to complete the following formalities on the link provided before you join the organization

- Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.
- Education mark sheets & Certificates (including final year passing certificate/ mark sheet).
- 2 passport size color photographs with red background.
- Attend a functional orientation training (Boot camp), which shall be communicated to you shortly.

Under the following circumstances the offer/employment will stand cancelled or revoked automatically:

- If for any reason you do not clear the final year examination.
- If you fail to attend the functional orientation training (Boot camp).
- In case, you fail to join on the above-mentioned date.
- Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,

For Piramal Finance Sales and Service Private Limited



Pramod Gite  
Head - Human Resources

Accepted by: [Signature]Date: 15/03/2023**Piramal Finance Sales and Service Private Limited**

Registered Office: Floor 4, 2 Peninsula Corporate Park, Ganpatirao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T: 01 22 3802 4000



Name: Prabherathi BalajiDate: 15/03/22Address: ChennaiMobile No: 9812859819**Intent of Offer letter for the post of Sales Trainee**Dear Prabherathi,

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of Sales Trainee for our Flowly Loan function based at Chennai Kilpauk Branch.

We are pleased to offer you a fixed salary of Rs. 244L per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

As mentioned, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have agreed to join the duties on or before tentatively by 15<sup>th</sup> June 2023 (Date of joining).

You will have to complete the following formalities on the link provided before you join the organization.

- Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.
- Education mark sheets & Certificates (including final year passing certificate/ mark sheet).
- 2 passport size color photographs with red background.
- Attend a functional orientation training (Boot camp), which shall be communicated to you shortly.

Under the following circumstances the offer/employment will stand cancelled or revoked automatically:

- If for any reason you do not clear the final year examination.
- If you fail to attend the functional orientation training (Boot camp).
- In case, you fail to join on the above-mentioned date.
- Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,

For Piramal Finance Sales and Service Private Limited



**Pramod Gite**  
Head - Human Resources

Accepted by: Date: 15.03.2022**Piramal Finance Sales and Service Private Limited**

Registered Office Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN U67200MH2020PTC345642

customercare@piramal.com

T - 91 22 3602 4000

Name: VISHAL P

Date: 15-MAR-23

Address: Anna Nagar, Chennai

Mobile No: 8248482726

**Intent of Offer letter for the post of Sales Trainee**

Dear Vishal

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our Howing Logo function based at Chennai - K. Penth Branch.

We are pleased to offer you a fixed salary of Rs. 2.44 L per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

As mentioned, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have agreed to join the duties on or before tentatively by 15<sup>th</sup> June 2023 (Date of joining).

You will have to complete the following formalities on the link provided before you join the organization.

- Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.
- Education mark sheets & Certificates (including final year passing certificate/ mark sheet).
- 2 passport size color photographs with red background.
- Attend a functional orientation training (Boot camp), which shall be communicated to you shortly.

Under the following circumstances the offer/employment will stand cancelled or revoked automatically:

- If for any reason you do not clear the final year examination.
- If you fail to attend the functional orientation training (Boot camp).
- In case, you fail to join on the above-mentioned date.
- Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,

For Piramal Finance Sales and Service Private Limited



**Pramod Gite**

Head - Human Resources

Accepted by: P. VISHAL  
Date: 15/03/23

**Piramal Finance Sales and Service Private Limited**

Registered Office: Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T: +91 22 3802 4000

**PRODAPT  
OFFER  
LETTERS**

## Letter of Intent ("LOI")

January 19, 2023

Dear **YUVASHREE R,**

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate Software Engineer** and **P1B** with Prodapt solution Private Limited (hereinafter referred as "**Prodapt**")

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final employment offer shall be subject to your successful completion of all curricular requirements laid down by the university/ Institute for award of the Degree and the minimum passing percentage/ grade/rank/class as determined by Prodapt.

The date of joining and the location of posting will be purely based on business requirements of Prodapt. Prodapt solely reserves the right to make any changes to the date of joining and the location of posting during your training and employment with Prodapt.

Upon joining Prodapt,

1. You are expected to enter into an employment agreement with Prodapt which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Prodapt.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom training for such duration as deemed necessary by Prodapt and your performance will be evaluated periodically during such training period.

Prodapt reserves the right to decide the continuance of your further training and employment depending on your performance, in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter is not an offer of employment from Prodapt

We would request you to go through the above terms and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact us on Email ID:

Thank you,

Yours Sincerely

For & On Behalf of Prodapt

*Lavanya Nandakumar*

Lavanya Nandakumar (Jan 19, 2023 18:23 GMT+5.5)

Lavanya Nandakumar

VP - Human Resources

## ANNEXURE 1

YUVASHREE R

**Associate Software Engineer and P1B**

You will be under probation for six (6) months from your date of joining Prodapt. During this period, your annual compensation (cost to company basis) will be INR **275000**, which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

For & On behalf of Prodapt

Thank you,

Yours Sincerely

For & On Behalf of Prodapt

*Lavanya Nandakumar*

Lavanya Nandakumar (Jan 19, 2023 18:23 GMT+5.5)

**Lavanya Nandakumar**

**VP - Human Resources**

I accept the Letter Of Intent at Prodapt Solutions Private Ltd. on the terms and conditions described above

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Letter of Intent ("LOI")

January 19, 2023

Dear **Elijah Timothy Brewart**,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate Software Engineer and P1B** with Prodapt solution Private Limited (hereinafter referred as "**Prodapt**")

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final employment offer shall be subject to your successful completion of all curricular requirements laid down by the university/ Institute for award of the Degree and the minimum passing percentage/ grade/rank/class as determined by Prodapt.

The date of joining and the location of posting will be purely based on business requirements of Prodapt. Prodapt solely reserves the right to make any changes to the date of joining and the location of posting during your training and employment with Prodapt.

Upon joining Prodapt,

1. You are expected to enter into an employment agreement with Prodapt which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Prodapt.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom training for such duration as deemed necessary by Prodapt and your performance will be evaluated periodically during such training period.

Prodapt reserves the right to decide the continuance of your further training and employment depending on your performance, in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter is not an offer of employment from Prodapt

We would request you to go through the above terms and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact us on Email ID:

Thank you,

Yours Sincerely

For & On Behalf of Prodapt

*Lavanya Nandakumar*

Lavanya Nandakumar (Jan 19, 2023 18:23 GMT+5.5)

**Lavanya Nandakumar**

**VP - Human Resources**



## ANNEXURE 1

**Elijah Timothy Brewart**

**Associate Software Engineer and P1B**

You will be under probation for six (6) months from your date of joining Prodapt. During this period, your annual compensation (cost to company basis) will be **INR 275000**, which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

**For & On behalf of Prodapt**

Thank you,

Yours Sincerely

For & On Behalf of Prodapt

*Lavanya Nandakumar*

Lavanya Nandakumar [Jan 19, 2023 18:23 GMT+5.5]

**Lavanya Nandakumar**

**VP - Human Resources**

I accept the Letter Of Intent at Prodapt Solutions Private Ltd, on the terms and conditions described above

Signature: \_\_\_\_\_

Date:

## Letter of Intent ("LOI")

January 19, 2023

Dear **Ravi bhushan v**,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate Software Engineer** and **P1B** with Prodapt solution Private Limited (hereinafter referred as "**Prodapt**")

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final employment offer shall be subject to your successful completion of all curricular requirements laid down by the university/ Institute for award of the Degree and the minimum passing percentage/ grade/rank/class as determined by Prodapt.

The date of joining and the location of posting will be purely based on business requirements of Prodapt. Prodapt solely reserves the right to make any changes to the date of joining and the location of posting during your training and employment with Prodapt.

Upon joining Prodapt,

1. You are expected to enter into an employment agreement with Prodapt which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Prodapt.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom training for such duration as deemed necessary by Prodapt and your performance will be evaluated periodically during such training period.

Prodapt reserves the right to decide the continuance of your further training and employment depending on your performance, in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter is not an offer of employment from Prodapt

We would request you to go through the above terms and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact us on Email ID:

Thank you,

Yours Sincerely

For & On Behalf of Prodapt

*Lavanya Nandakumar*

Lavanya Nandakumar [Jan 19, 2023 18:23 GMT+5.3]

Lavanya Nandakumar

VP - Human Resources

## ANNEXURE 1

Ravi bhushan v

**Associate Software Engineer and P1B**

You will be under probation for six (6) months from your date of joining Prodapt. During this period, your annual compensation (cost to company basis) will be INR **275000**, which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

**For & On behalf of Prodapt**

Thank you,

Yours Sincerely

**For & On Behalf of Prodapt**

*Lavanya Nandakumar*

Lavanya Nandakumar (Jan 19, 2023 18:23 GMT+5.5)

**Lavanya Nandakumar**

**VP - Human Resources**

I accept the Letter Of Intent at Prodapt Solutions Private Ltd. on the terms and conditions described above

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Letter of Intent ("LOI")

January 19, 2023

Dear **Snehith J Shiju**,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate Software Engineer and P1B** with Prodapt solution Private Limited (hereinafter referred as "**Prodapt**")

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final employment offer shall be subject to your successful completion of all curricular requirements laid down by the university/ Institute for award of the Degree and the minimum passing percentage/ grade/rank/class as determined by Prodapt.

The date of joining and the location of posting will be purely based on business requirements of Prodapt. Prodapt solely reserves the right to make any changes to the date of joining and the location of posting during your training and employment with Prodapt.

Upon joining Prodapt,

1. You are expected to enter into an employment agreement with Prodapt which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Prodapt.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom training for such duration as deemed necessary by Prodapt and your performance will be evaluated periodically during such training period.

Prodapt reserves the right to decide the continuance of your further training and employment depending on your performance, in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter is not an offer of employment from Prodapt

We would request you to go through the above terms and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact us on Email ID:

Thank you,

Yours Sincerely

For & On Behalf of Prodapt

*Lavanya Nandakumar*

Lavanya Nandakumar (Jan 19, 2023 18:23 GMT+5.5)

Lavanya Nandakumar

VP - Human Resources

**ANNEXURE 1**

**Snehith J Shiju**

**Associate Software Engineer and P1B**

You will be under probation for six (6) months from your date of joining Prodapt. During this period, your annual compensation (cost to company basis) will be **INR 275000**, which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

**For & On behalf of Prodapt**

Thank you,

Yours Sincerely

For & On Behalf of Prodapt

*Lavanya Nandakumar*

Lavanya Nandakumar (Jan 19, 2023 18:23 GMT+5.5)

**Lavanya Nandakumar**

**VP - Human Resources**

I accept the Letter Of Intent at Prodapt Solutions Private Ltd. on the terms and conditions described above

Signature: \_\_\_\_\_

Date:

## Letter of Intent ("LOI")

January 19, 2023

Dear **Sudharshan V.**,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate Software Engineer and P1B** with Prodapt solution Private Limited (hereinafter referred as "**Prodapt**")

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final employment offer shall be subject to your successful completion of all curricular requirements laid down by the university/ Institute for award of the Degree and the minimum passing percentage/ grade/rank/class as determined by Prodapt.

The date of joining and the location of posting will be purely based on business requirements of Prodapt. Prodapt solely reserves the right to make any changes to the date of joining and the location of posting during your training and employment with Prodapt.

Upon joining Prodapt,

1. You are expected to enter into an employment agreement with Prodapt which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Prodapt.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom training for such duration as deemed necessary by Prodapt and your performance will be evaluated periodically during such training period.



Prodapt reserves the right to decide the continuance of your further training and employment depending on your performance, in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter is not an offer of employment from Prodapt

We would request you to go through the above terms and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact us on Email ID:

Thank you,

Yours Sincerely

For & On Behalf of Prodapt

*Lavanya Nandakumar*

Lavanya Nandakumar (Jan 15, 2023 16:23 GMT+5.5)

**Lavanya Nandakumar**

**VP - Human Resources**

## ANNEXURE 1

**Sudharshan V.**

**Associate Software Engineer and P1B**

You will be under probation for six (6) months from your date of joining Prodapt. During this period, your annual compensation (cost to company basis) will be **INR 275000**, which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

**For & On behalf of Prodapt**

Thank you,

Yours Sincerely

**For & On Behalf of Prodapt**

*Lavanya Nandakumar*

Lavanya Nandakumar [Jan 19, 2023 18:23 GMT+5.5]

**Lavanya Nandakumar**

**VP - Human Resources**

I accept the Letter Of Intent at Prodapt Solutions Private Ltd. on the terms and conditions described above

Signature: \_\_\_\_\_

Date:

## Letter of Intent ("LOI")

January 19, 2023

Dear **Mohammed Nibraz C**,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate Software Engineer and P1B** with Prodapt solution Private Limited (hereinafter referred as "**Prodapt**")

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final employment offer shall be subject to your successful completion of all curricular requirements laid down by the university/ Institute for award of the Degree and the minimum passing percentage/ grade/rank/class as determined by Prodapt.

The date of joining and the location of posting will be purely based on business requirements of Prodapt. Prodapt solely reserves the right to make any changes to the date of joining and the location of posting during your training and employment with Prodapt.

Upon joining Prodapt,

1. You are expected to enter into an employment agreement with Prodapt which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Prodapt.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom training for such duration as deemed necessary by Prodapt and your performance will be evaluated periodically during such training period.

Prodapt reserves the right to decide the continuance of your further training and employment depending on your performance, in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter is not an offer of employment from Prodapt

We would request you to go through the above terms and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact us on Email ID:

Thank you,  
Yours Sincerely  
For & On Behalf of Prodapt

*Lavanya Nandakumar*

Lavanya Nandakumar (Jan 19, 2023 18:23 GMT+5.5)

Lavanya Nandakumar  
VP - Human Resources

**ANNEXURE 1**

**Mohammed Nibras C**

**Associate Software Engineer and P1B**

You will be under probation for six (6) months from your date of joining Prodapt. During this period, your annual compensation (cost to company basis) will be **INR 275000**, which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

**For & On behalf of Prodapt**

Thank you,

Yours Sincerely

**For & On Behalf of Prodapt**

*Lavanya Nandakumar*

Lavanya Nandakumar (Jan 19, 2023 18:23 GMT+5.5)

**Lavanya Nandakumar**

**VP - Human Resources**

I accept the Letter Of Intent at Prodapt Solutions Private Ltd. on the terms and conditions described above

Signature: \_\_\_\_\_

Date:

## Letter of Intent ("LOI")

January 19, 2023

Dear **Paras Dahia**,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate Software Engineer and P1B** with Prodapt solution Private Limited (hereinafter referred as "**Prodapt**")

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final employment offer shall be subject to your successful completion of all curricular requirements laid down by the university/ Institute for award of the Degree and the minimum passing percentage/ grade/rank/class as determined by Prodapt.

The date of joining and the location of posting will be purely based on business requirements of Prodapt. Prodapt solely reserves the right to make any changes to the date of joining and the location of posting during your training and employment with Prodapt.

Upon joining Prodapt,

1. You are expected to enter into an employment agreement with Prodapt which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Prodapt.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom training for such duration as deemed necessary by Prodapt and your performance will be evaluated periodically during such training period.

Prodapt reserves the right to decide the continuance of your further training and employment depending on your performance, in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter is not an offer of employment from Prodapt

We would request you to go through the above terms and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact us on Email ID:

Thank you,

Yours Sincerely

For & On Behalf of Prodapt

*Lavanya Nandakumar*

Lavanya Nandakumar (Jan 19, 2023 18:23 GMT+5.5)

Lavanya Nandakumar

VP - Human Resources

## ANNEXURE 1

**Paras Dahia**

**Associate Software Engineer and P1B**

You will be under probation for six (6) months from your date of joining Prodapt. During this period, your annual compensation (cost to company basis) will be **INR 275000**, which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

**For & On behalf of Prodapt**

Thank you,

Yours Sincerely

For & On Behalf of Prodapt

*Lavanya Nandakumar*

Lavanya Nandakumar (Jan 19, 2023 15:23 GMT+5.5)

**Lavanya Nandakumar**

**VP - Human Resources**

I accept the Letter Of Intent at Prodapt Solutions Private Ltd. on the terms and conditions described above

Signature: \_\_\_\_\_

Date:



## Letter of Intent ("LOI")

January 19, 2023

Dear **VASANTH KUMAR R,**

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate Software Engineer** and **P1B** with Prodapt solution Private Limited (hereinafter referred as "**Prodapt**")

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final employment offer shall be subject to your successful completion of all curricular requirements laid down by the university/ Institute for award of the Degree and the minimum passing percentage/ grade/rank/class as determined by Prodapt.

The date of joining and the location of posting will be purely based on business requirements of Prodapt. Prodapt solely reserves the right to make any changes to the date of joining and the location of posting during your training and employment with Prodapt.

Upon joining Prodapt,

1. You are expected to enter into an employment agreement with Prodapt which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Prodapt.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom training for such duration as deemed necessary by Prodapt and your performance will be evaluated periodically during such training period.

Prodapt reserves the right to decide the continuance of your further training and employment depending on your performance, in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter is not an offer of employment from Prodapt

We would request you to go through the above terms and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact us on Email ID:

Thank you,

Yours Sincerely

For & On Behalf of Prodapt

*Lavanya Nandakumar*

Lavanya Nandakumar (Jan 19, 2023 18:23 GMT+5.5)

Lavanya Nandakumar

VP - Human Resources

**ANNEXURE 1**

**VASANTH KUMAR R**

**Associate Software Engineer and P1B**

You will be under probation for six (6) months from your date of joining Prodapt. During this period, your annual compensation (cost to company basis) will be **INR 275000**, which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

**For & On behalf of Prodapt**

Thank you,

Yours Sincerely

**For & On Behalf of Prodapt**

*Lavanya Nandakumar*

Lavanya Nandakumar (Jan 19, 2023 19:23 GMT+5.5)

**Lavanya Nandakumar**

**VP - Human Resources**

I accept the Letter Of Intent at Prodapt Solutions Private Ltd. on the terms and conditions described above

Signature: \_\_\_\_\_

Date:

**RAMCO**  
**OFFER LETTER**

Dear **Mr.SUBASH M**

Congratulations! I am very pleased to welcome you to the future. We are delighted to have you as part of our Ramco family and glad to know that you have chosen to join our special team of dedicated technology professionals in ERP (or) HRP (or) Logistics (or) Technology divisions.

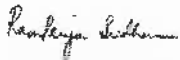
We are a part of \$1Bn+ Ramco Group comprises of 14000+ Employees across with businesses in multiple industry sectors. We are digitally transforming organizations worldwide by reimagining enterprise applications with bleeding edge technologies around AI ML, Conversational Experiences around chatbots & Voice, facial recognition etc. infusing intelligence & creating compelling user-experiences. Your addition to the team is valuable and we are excited to join hands and encourage your innovative approaches and quality solutions to develop products through our revolutionary enterprise application assembly and delivery platforms.

We are trusted by 1000+ customers across 50+ countries and our enterprise applications are recognized globally and featured by leading analysts like Gartner, Forrester, Frost & Sullivan, Everest Group, Nucleus Research etc., and you will have the opportunity to be part of a diverse workforce and get your hands on various challenging projects.

We have a culture of openness, encouraging experiments to fail & learn, diversity as we build a flat organization, and you will be given innumerable opportunities to learn and grow. Together we will build success for your journey at Ramco!

Once again, my warm welcome and lots of good wishes on becoming part of our growing team.

(Authorized Signatory)



**Rampriya S**

**Associate Director**

Dear **Mr.SUBASH M**

Congratulations on your offer of employment with Ramco Systems Limited. We are pleased to offer you a full time position as Executive - Payroll in Grade 2 at Chennai - Adyar in our organization, as per the terms applicable

We look forward to working with you to develop and enhance Ramco's reputation as we value the contributions and skills of everyone and excited that you will be part of this successful journey.

The Letter of Offer is valid, subject to pre-employment verification including behavioral (or) competency and medical assessments, undertaken abiding Ramco's regulations. The verification will be done either by Ramco direct or through a Third-party vendor.

The pre-employment verification may vary based on individuals and subject to submission of the following documents.

- Education Qualification
- Experience and Relieving letters of your previous employment(if you have prior experience)
- Reference Checks / Background of your pervious employment
- Address Proof

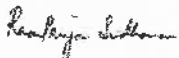
In case of any discrepancy / adverse findings in any of the pre-employment verification, then Ramco reserves the right to cancel /withdraw this Letter of Offer immediately without further notice.

The detailed appointment letter, with terms and conditions will be issued on your date of joining.

We have enclosed (Annexure 1) and (Annexure 2) with the details inclusive of your salary components and other formalities as discussed during your interview process.

Please sign, acknowledge, and return a copy of this Letter of Offer within two (2) days and we will initiate the pre-employment verification on receipt of your acknowledgment.

(Authorized Signatory)



**Rampriya S**

**Associate Director**

**Annexure - 1**

Name : Mr.SUBASH M Designation : Executive - Payroll Grade : G2 Location : Chennai - Adyar

S.NO.	Components	Monthly(INR)	Annual(INR)
<b>A</b>	<b>Fixed Component</b>		
1	BASIC PAY	9375	112500
2	HOUSE RENT ALLOWANCE	4688	56256
3	LEAVE TRAVEL ALLOWANCE	1563	18756
4	SUPPLEMENTARY ALLOWANCE	13373	160476
	<b>Sub Total (A)</b>		
<b>B</b>	<b>Retirtal Benefits</b>		
1	GRATUITY PROVISION	451	5412
2	PROVIDENT FUND	1800	21600
	<b>Sub Total (B)</b>		
	<b>Total (A) + (B)</b>	<b>31250</b>	<b>375000</b>
<b>D</b>	<b>Total Cost to Company</b>		<b>375000</b>

(All incidences of tax to be borne by the employee as per the prevalent income tax rules)

**ANNEXURE - 2 (Terms & Conditions)**

You will be covered as per the Hospitalization Insurance and Personal accidental Insurance policies prevailing in our organization.

Authorized Signatory

*Rampriya S*

**Rampriya S**

**Associate Director**

**I have understood the above distribution of salary components and the same is acceptable to me.**

Name & Signature :

Date

**RR DONELY  
OFFER LETTER**





Placement Cell DG Vaishnav &lt;placement@dgvaishnavcollege.edu.in&gt;

## Selection confirmation mail - DG Vaishnav College

Maruthanayagam Sairam M &lt;maruthanayagam.sairam@rrd.com&gt;

Tue, Feb 21, 2023 at 9:56 PM

To: placement@dgvaishnavcollege.edu.in

Cc: Surya Prakash M &lt;suryaprakash.murugesan@rrd.com&gt;, Sujai Sampath &lt;sujai.sampath@rrd.com&gt;

Hi Mr. Bala,

Thanks for hosting us in your institution today.

Here's the list of students (Document Specialists) who cleared all rounds of interviews. **Kindly help me with the addresses of all the final selects to issue their Letter of Intents.**

Name	Contact Number	Mail ID (Personal Mail ID)	Department with Specialization
Vasanth S	8610420982	vasanthsathya79@gmail.com	B.Com Corporate Secretaryship
M.Sankara Narayanan	6374981900	sankaranarayananm1412@gmail.com	B.Com Corporate Secretaryship
C saran	8825809993	Saran231609@gmail.com	B.Com Corporate Secretaryship
Sunil kumar	8778071506	sunilkumar472002@gmail.com	B.Com Corporate Secretaryship
D.mohankumar	6383172716	mohan131297@gmail.com	B.Com Corporate Secretaryship
Suganya S	9025848815	suganya050303@gmail.com	B.Com Honours
J Narmatha	9940349796	narmathajana211@gmail.com	B.Com Honours
M.Divya Dharshini	8925125529	pmkdivyaofficial88@gmail.com	B.Com Honours
Jeevitha	9363189581	jeevithadeepa03@gmail.com	B.Sc. Mathematics
Ravi Daniel	8778691852	ravidaniel03@gmail.com	B.Sc. Mathematics with Computer Application
Sanjay Elumalai	6369339618	sanjaysiva421@gmail.com	B.Sc. Mathematics with Computer Application
Aadhavan KA	6385222864	aadhu.2411@gmail.com	B.Sc. Statistics
A. Satheeswaran	8428386170	Satheeanand02@gmail.com	BA Economics
Vikram V	7358645358	vikramvicky200315@gmail.com	BA Economics
Jairish.R	9176701453	jairish210@gmail.com	BA Economics
Karthikeyan D	8072613428	Karthikeyan15802@gmail.com	B.Com Corporate Secretaryship
Sai Saptharishi L S	9360586726	saisid70080@gmail.com	BBA
KN Pavan Kalyan	7013306033	nanlyuva2681@gmail.com	B.Com Corporate Secretaryship

Regards,

● ● ●

### SAIRAM M M

Senior Executive HR - Recruitment &amp; Staffing

RRD GO Creative

Prestige Polygon, Teynampet, Chennai 35

e - maruthanayagam.sairam@rrd.com

w - rrd.com





**DG VAISHNAV  
COLLEGE**  
Anambikam, Chennai - 600 106

Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

## Selection confirmation mail - DG Vaishnav College

Manoj Lazar <manoj.lazar@rrd.com>

Fri, Mar 17, 2023 at 2:32 PM

To: placement@dgvaishnavcollege.edu.in

Cc: Merlin Sylviya Rebecca <merlinsylviya.rebecca@rrd.com>, Karthik Jayaraj <karthik.jayaraj@rrd.com>, Maruthanayagam Sairam M <maruthanayagam.sairam@rrd.com>

Hi Mr Bala,

Please find below the list of 9 selects from DGV for the Accounting Associate role. The other 9 candidates will be kept as buffer and if there are any drops from the final selects, they can be backfilled.

Sincere apologies for my team not giving you this data earlier.

Candidate Name
N Likhitha
Darshana
Pavithra K
Meghadharshini. M
Gnana soundhari R
Sruthi B
Bhavani D
Divya S
Karan Raj M

Cheers,  
Manoj

### MANOAJ LAZAR

Human Resources

RRD GO Creative Asia Pacific

Floor 6, Prestige Polygon, 471 Anna Salai, Chennai. 600 035 India

o (1) 800.324.7317 x6170 / c +91 89396 12125

e manoj.lazar@rrd.com

w gocreative.rrd.com



**rrd**

On Wed, Feb 22, 2023 at 5:08 PM Maruthanayagam Sairam M <maruthanayagam.sairam@rrd.com> wrote:  
Hi Merlin,

8/4/23, 2:09 PM

DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE Mail - Selection confirmation mail - DG Vaishnav College

FYA below please.

[Quoted text hidden]

**SAVVYSOFT  
OFFER LETTER**



**DG VAISHNAV  
COLLEGE**  
Anzabukkam, Chennai - 600 136

Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

## OS - Campus Recruitment - DGVC - 2022 - Select List

Vivek V <vivekv@viva-it.com>

Tue, Dec 20, 2022 at 12:56 PM

To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

Cc: HRM <hrm@savvy-it.com>

Dear Sir,

Find below the final shortlist of students who have been selected and shortlisted for the IT Recruiter – Intern position.

S No	Date	Name of the candidate	Status
1	12/16/2022	Sanjai Srinivasan S	Recommended
2	12/16/2022	Badrinaath Subramanian	Recommended
3	12/16/2022	Bhavya Krishnan GS	Recommended
4	12/16/2022	Avanthika I	Recommended
5	12/16/2022	Khaja Mohiuddin M	Recommended
6	12/16/2022	Prasanth S	Recommended
7	12/16/2022	Akash M	Recommended
8	12/16/2022	Kanishka S	Recommended

Request you to share their soft copy resumes to process for next steps.

Regards

Vivek V

Corporate Recruiter

e. vivekv@viva-it.com

a. 3601 Algonquin Road, Suite 425, Rolling Meadows, IL 60008

w. www.viva-it.com



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ISO 27001:2013  
ISO 9001:2015

STAFFING  
SUPPLIER DIVERSITY - STARS  
SAAS

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**From:** Placement Cell DG Vaishnav <[placement@dgvaishnavcollege.edu.in](mailto:placement@dgvaishnavcollege.edu.in)>  
**Sent:** Tuesday, December 6, 2022 9:21 PM  
**To:** Vivek V <[vivekv@viva-it.com](mailto:vivekv@viva-it.com)>  
**Subject:** Re: OS - Campus Recruitment - DGVC - 2022 - Confirmation

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Dear Vivek

PFA the eligible and interested students database who have registered to participate in the campus recruitment drive .

With Best wishes

M.Balamuralikrishnan

Placement cum Liaison Officer

D.G.VAISHNAV COLLEGE (AUTONOMOUS)

#833 E.V.R Periyar Highroad, Arumbakkam, Chennai 600106, Tamil Nadu.

**Phone:** 044-23635101/ 23635102 / 23635105 / **Mob:** +91 9840021743

**email :** [placement@dgvaishnavcollege.edu.in](mailto:placement@dgvaishnavcollege.edu.in) **website :** [www.dgvaishnavcollege.edu.in](http://www.dgvaishnavcollege.edu.in)

On Thu, Dec 1, 2022 at 5:58 PM Vivek V <[vivekv@viva-it.com](mailto:vivekv@viva-it.com)> wrote:

Dear Balaguru,

As discussed attaching the detail JD of the position , also a brief about Savvysoft

Savvysoft, with headquarters in Chennai and branch office in Coimbatore, has been a major provider of Application Development, Staff Augmentation and RPO & Outsourcing services to the IT, Telecom, Semiconductor and other industries since 1999. We provide diversified staffing & RPO services in association with our US partner VIVA USA INC., Chicago based consulting company known for its customer-centric approach, offering clients affordable services of high quality. From core IT, Heavy Engineering, Healthcare, Auto, BFSI, Telecom, Semicon, Retail to the various US State and Federal Agencies, we serve a wide spectrum of clientele and are committed to providing a world class service while continuously working towards creating value additions. VIVA USA has won numerous awards, including the White House Honor Award for excellence among Top 100 Asian American Business (USPAACC) for several years.

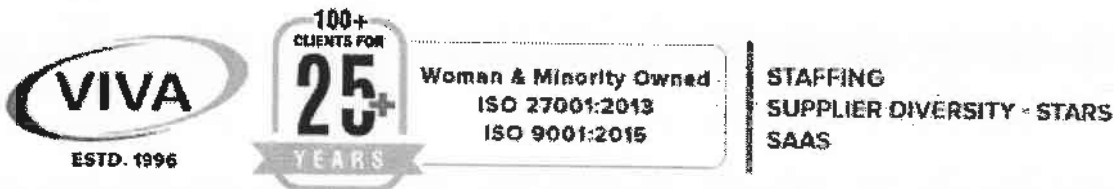
Savvysoft is expanding and therefore looking for ambitious and sincere professionals to be a part of our success story. Currently, we are seeking young graduates and post graduates to be trained as Recruiters in our US Staffing Division in our Chennai and Coimbatore offices.

Regards

Vivek V

Corporate Recruiter  
e. vivekv@viva-it.com

a. 3601 Algonquin Road, Suite 425, Rolling Meadows, IL 60008  
w. www.viva-it.com



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**From:** Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>  
**Sent:** Thursday, December 1, 2022 5:53 PM  
**To:** Vivek V <vivekv@viva-it.com>  
**Cc:** Krishnan VR <krishnanvr@savvy-it.com>  
**Subject:** Re: OS - Campus Recruitment - DGVC - 2022 - Confirmation

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Vivek

Thank you for your confirmation and we shall attend to the needful.

Kindly send the JD as soon as possible and other relevant details to enable us to send the database of the eligible and interested students .

With Best wishes

M.Balamuralikrishnan

Placement cum Liaison Officer

D.G.VAISHNAV COLLEGE (AUTONOMOUS)

#833 E.V.R Periyar Highroad, Arumbakkam, Chennai 600106, Tamil Nadu.

**Phone:** 044-23635101/ 23635102 / 23635105 / **Mob:** +91 9840021743

**email :** [placement@dgvaishnavcollege.edu.in](mailto:placement@dgvaishnavcollege.edu.in) **website :** [www.dgvaishnavcollege.edu.in](http://www.dgvaishnavcollege.edu.in)

On Wed, Nov 30, 2022 at 8:12 PM Vivek V <[vivekv@viva-it.com](mailto:vivekv@viva-it.com)> wrote:

Dear Balaguru,

We would like to confirm the given dates for Campus drive. Can you please let us know the expected turn around of students.

Regards

Vivek V

Corporate Recruiter

e. [vivekv@viva-it.com](mailto:vivekv@viva-it.com)

a. 3601 Algonquin Road, Suite 425, Rolling Meadows, IL 60008

w. [www.viva-it.com](http://www.viva-it.com)



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**From:** Placement Cell DG Vaishnav <[placement@dgvaishnavcollege.edu.in](mailto:placement@dgvaishnavcollege.edu.in)>  
**Sent:** Saturday, November 26, 2022 1:01 PM  
**To:** Vivek V <[vivekv@viva-it.com](mailto:vivekv@viva-it.com)>  
**Cc:** Krishnan VR <[krishnanvr@savvy-it.com](mailto:krishnanvr@savvy-it.com)>  
**Subject:** Re: OS - Campus Recruitment - DGVC - 2022

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Vivek

Nice talking to you ..

Can we schedule the recruitment drive on 16th December 2022 ? Kindly check and confirm ..

Awaiting your reply .

With Best wishes

M.Balamuralikrishnan

Placement cum Liaison Officer

D.G.VAISHNAV COLLEGE (AUTONOMOUS)

#833 E.V.R Periyar Highroad, Arumbakkam, Chennai 600106, Tamil Nadu.

**Phone:** 044-23635101/ 23635102 / 23635105 / Mob: +91 9840021743

**email :** [placement@dgvaishnavcollege.edu.in](mailto:placement@dgvaishnavcollege.edu.in) **website :** [www.dgvaishnavcollege.edu.in](http://www.dgvaishnavcollege.edu.in)

On Fri, Nov 18, 2022 at 4:05 PM Vivek V <[vivekv@viva-it.com](mailto:vivekv@viva-it.com)> wrote:

Dear Bala,

Greeting you from Savvysoft Technologies Pvt. Ltd together with VIVA,

It was nice talking to you as discussed sharing the proposal with regards to our current requirement of IT Recruiter – Intern for Chennai and Coimbatore location.

Savvysoft, with headquarters in Chennai and branch office in Coimbatore, has been a major provider of Application Development, Staff Augmentation and RPO & Outsourcing services to the IT, Telecom, Semiconductor and other industries since 1999. We provide diversified staffing & RPO services in association with our US partner VIVA USA INC., Chicago based consulting company known for its customer-centric approach, offering clients affordable services of high quality. From core IT, Heavy Engineering, Healthcare, Auto, BFSI, Telecom, Semicon, Retail to the various US State and Federal Agencies, we serve a wide spectrum of clientele and are committed to providing a world class service while continuously working towards creating value additions. VIVA USA has won numerous awards, including the White House Honor Award for excellence among Top 100 Asian American Business (USPAACC) for several years.

Savvysoft is expanding and therefore looking for ambitious and sincere professionals to be a part of our success story. Currently, we are seeking young graduates and post graduates to be trained as Recruiters in our US Staffing Division in our Chennai and Coimbatore offices.

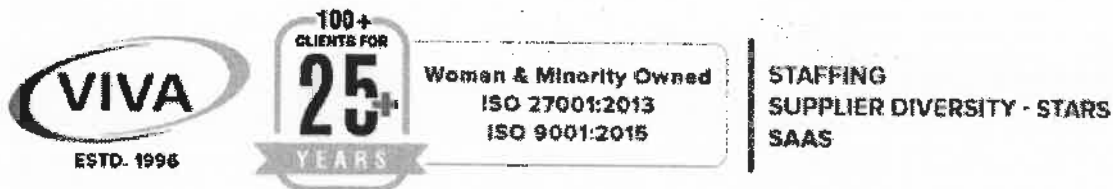
We would like to recruit candidates from **D G Vaishnav College** this year. Therefore, we request you to let us know the possibility of arranging the interviews in your campus this month. The selection process includes a written test followed by a personal interview. If you would be interested, please send the details of the available students in the spreadsheet attached.

Regards

Vivek V

Corporate Recruiter  
e. vivekv@viva-it.com

a. 3601 Algonquin Road, Suite 425, Rolling Meadows, IL 60008  
w. www.viva-it.com



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**SOCIETE  
GENERALE  
OFFER LETTER**  
(UG/P61.)

May 22, 2023

Offer No: SG26723  
Ms. Jayanthi  
No 119/6, 2Nd Floor,  
Jawaharlal Nehru 100 Feet Road,  
Senthil Nagar,,Arumbakkam,  
Chennai,Tamilnadu-600106

Dear Jayanthi,

Sub: Offer Letter

Further to the interviews you have had with us, we are pleased to offer you a position as "Analyst" in Société Générale Global Solution Centre Private Limited ("Company" or "SG GSC"), Chennai.

Your annual basic salary will be Rs.162,500/- (One Lakh Sixty Two Thousand Five Hundred Only). In addition, you will be entitled to other benefits as per the Company's compensation policy as detailed under this employment agreement ("Agreement").

This offer of employment is contingent upon successful completion of your background check. The background verification would take approximately a minimum of four (4) weeks from the day all documents asked by SG GSC team are submitted. Your prospective date of joining the Company, post successful completion of the background check, has been calculated as June 15, 2023, therefore you should plan to report for duty on June 15, 2023, at 9:30 am. However, please note that the actual date of joining will be confirmed to you by your respective recruiter through a separate mail, and your failure to join on the date confirmed will render this offer of employment withdrawn.

However, your offer of employment will be subject to the conditions as stated below:

- Successful completion of your degree course with minimum 60% aggregate marks in your Graduation / Post Graduation (as applicable)
- Must not have any backlogs at the time of joining SG GSC India
- Must be open and flexible to work in any shift / processes which may be assigned to you upon joining SG GSC India

Kindly send your e-mail acceptance of our offer for our records.

Looking forward to a long and fruitful association with you.

Yours faithfully,  
For Societe Generale Global Solution Centre Pvt Ltd,



**Suja Antony**  
Head Talent Acquisition

## EMPLOYMENT TERMS AND CONDITIONS

Jayanthi

**1. Date of Joining:**

1.1 June 15, 2023

**2. Appointment**

2.1 As on June 15, 2023 the Company is hereby appointing you as "Analyst" in our Company, subject to you successfully completing your probation as provided in clause 4 below.

**3. Remuneration**

3.1 Your Gross salary will be Rs. 27,083/- per month of which your basic salary will be Rs.13,542/- per month. You will be entitled to all benefits as may be applicable to you in accordance with the Company's policies. The enclosed Annexure: Salary Entitlement indicates the compensation and benefits that you will enjoy. These allowances and benefits would be subject to amendments from time to time based on Company policy in this regard. Your remuneration shall be paid for each month in accordance with the Company policy except when notice for resignation or termination has been served to or by the Company.

**4. Probation**

4.1 You will be on probation for a period of six (6) months from the date of joining and will be issued a letter of confirmation on successful completion of your probation. However, in the event the Company desires to extend your probation period, you will continue to be on probation till your services are confirmed in writing by the Company. During your probation period, if the Company is not satisfied with your performance, the Company reserves the right to terminate your services in accordance with Clause 5 below.

4.2 In case of no confirmation letter is issued to you by the Company, either prior to or upon the lapse of the probation period, your employment with the Company shall be deemed to be terminated upon the lapse of the probation period without further notice or in the alternate, at the sole discretion of the Company.

**5. Termination**

5.1 **During Probation and Post Probation:** Either you or the Company may terminate your employment by issuing a written notice of two (2) months salary in lieu thereof. The company reserves the right to recover the amount in lieu of notice short served by you. Any such amount recoverable from you, will be inclusive of GST or any other tax/levies levied by the government. It is clarified and agreed by you that the Company shall have the sole right and discretion to accept or reject your request to pay in lieu of serving notice and insist you to work for the notice period.

5.2 **Termination for Breach or Misconduct:** The Company shall also have the right to terminate your employment forthwith without notice or liability for compensation or damages upon the occurrence of any of the following events:

- (a) Upon or before the expiry of the probationary period in the event of the Company not being satisfied with your performance in the Company;
- (b) If any declaration given or information furnished by you to the Company proves to be false, or if you are found to have willfully suppressed any material information, on carrying out your background verification.
- (c) If you are guilty of any grave misconduct or willful neglect in the discharge of your duties hereunder or;
- (d) If you are convicted of any criminal offence other than an offence which in the reasonable opinion of the representatives of the Company that does not affect your position as employee of the Company;
- (e) If the Company is restricted from continuing to employ you by reason of any other legal incapability;
- (f) if you remain absent for a period of eight (8) or more consecutive days without the prior approval of your Manager or intimation and failing to answer (i.e give a satisfactory explanation for the unauthorized leave) any written communication issued by the Company in this regard;
- (g) If you commit a breach of your obligations including but not limited to the provisions stated in clauses 11 (Conduct & Compliance), 12 (Non-disclosure of Information), and 15 (Non-Solicitation) or any other terms of this Agreement.

## 6. Effect of Termination

- 6.1 Your entitlement to salary, allowances, variable pay or other benefits ceases on termination and all rights towards unpaid variable pay for the year in which termination occurs shall be forfeited.
- 6.2 Termination of your employment by the Company will automatically result in the termination of your employment with and/or secondment to any subsidiary or associated company and any directorship or office (including for avoidance of doubt any member of the Group) which you may hold with any such company without giving you the right to claim any damages, compensation or termination payments or benefits of any kind from any such company, all rights on termination being as set out herein and enforceable only against the Company.
- 6.3 In the event of any absence from work without permission, while serving the notice period, your notice period shall be extended by number of days equal to the number of days during which you remained absent from work in order to ensure proper transition of your work as per the instruction of your Manager.
- 6.4 If you have undertaken any training, either on specific request by the Company or on your own behest, within three (3) months prior to your date of resignation which is paid for or sponsored by the Company (including any routine vocational training visits to any of the countries that the company or any member or associated companies of Société Générale ("Group") carries on business) then you hereby agree to repay to the Company all such costs that were involved.
- 6.5 It is clarified and agreed by you that you shall be bound to complete all the pending projects during the notice period and handover charge to your reporting manager. Handing over charge

shall include completion of all pending work (except otherwise exempted by the Company), returning all the Company assets, such as ID cards issued to you, passwords to your computer, User ID's, work products/scripts/documents and Company materials etc., in your possession in person. Failure on your part to handover as provided under the terms of your appointment shall entitle the Company to withhold your full and final settlement, relieving letter, and any other certificates that may be requested by you. The Company also reserves the right to seek appropriate legal recourse, including but not limited to claiming damages.

**7. Suspension from Duties**

- 7.1 The Company shall have the right to suspend you on any day or part thereof because of your refusal or failure to perform your full range of duties or for misconduct; any such suspension shall be effective from the time the notice of suspension is given to you.

**8. Posting**

- 8.1 You will be posted at Chennai. You may however be required to work at any place of business which the Company has, or may later acquire. However, you may be required to travel for the Company's business at the discretion of the Company and the Company, at its discretion, may require you to furnish a bond. Preparedness to travel on Company work either in India or abroad is a prerequisite for appointment in the Company. This will include possession of a valid passport or consent to apply for a passport immediately on joining the Company.
- 8.2 Further, during your course of employment you may be assigned any other duties or transferred to any other place as the Company in its discretion may from time to time require or direct.

**9. Duties & Responsibilities**

- 9.1 You shall during the stipulated hours of work, diligently perform all duties (including participation in any training program prescribed by the Company) which the Company or any authorized employee may, verbally or in writing, request, order, entrust you to perform. You shall at all times comply with all the rules, regulations and instructions laid down or given by the Company for the guidance of its employees and relevant to the employment and/or appointment held by you.
- 9.2 Further, you shall be responsible for the safekeeping and returning in good condition and order, all Company's property, which may be in your use, custody or charge.
- 9.3 Any change in your personal information including residential address, marital status and educational qualification should be notified to the Company in writing/tool within fifteen (15) days from the start of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if provided in accordance with Clause 14 (*Notice*) of this Agreement.
- 9.4 You represent that your performance of the terms of this Agreement and as an employee of the Company does not and shall not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you shall not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any of your previous employers or others. You represent and warrant that you have returned all

property and confidential information belonging to all prior employers, if any. You have not entered into, and you agree not to enter into, any agreement either written or oral in conflict herewith or in conflict with your employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company).

#### 10. Shifts and Weekly Off

- 10.1 The Company is engaged in activities of providing services 24/7. Hence, you may be required to work in shifts which includes night shift. The change in your shift plan will be officially notified to you.
- 10.2 You are entitled to 2 days weekly off as per the current Company policy, which is subject to change from time to time.

#### 11. Conduct & Compliance

- 11.1 **Conduct:** It is expected of you to display and demonstrate honesty and exemplary conduct at all times. It is important to be a vigilant guardian of our values and ethics, and to safeguard the reputation of the Societe Generale Group. You are therefore expected to familiarize yourself with and fully respect the Code of Conduct and other policies & procedures of the Company made available to you at the Company's intranet. The Company shall direct you to pay and make good the loss suffered by any fellow employee, any customer of the Company or any other third party due to unacceptable acts committed by you, whether dishonestly, knowingly, unknowingly, inadvertently or fraudulently. Further, you shall be solely responsible and liable for any damage caused by you towards the property of the Company. The Company in such instances shall recover such sum it considers appropriate towards the loss suffered.
- 11.2 **Conflict of Interest:** You shall confine yourself from any situation that would create a clash between your self-interest and professional or public interest. You are required to maintain professional relationship with all vendors, clients, partners and other personnel during the course of employment. It is expected of you to notify to "Compliance / HRBP", if you encounter any conflicting situations or positions during the course of your employment.
- 11.2.1 **Outside Employment & Directorship:** You shall devote the whole of your time and attention and abilities to carrying out your duties under this employment. You shall declare, in writing, any outside directorships you may hold at the date of your employment. You shall not be permitted to take up outside employment for remuneration or further outside directorships without the prior written approval of your immediate line Manager, the Business Head and a notification to Compliance team. If, during the term of your employment, you undertake such outside employment without prior approval, you shall be liable to immediate dismissal.
- 11.2.2 **Acceptance of Gifts / Commission, etc.,** You shall neither accept or offer any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealt with the Company and if you are offered any, you should immediately report the same to the Compliance and your immediate line Manager.



- 11.2.3 **Personal Account Dealing:** You shall ensure that any personal transactions in securities on the stock markets, shall be carried in accordance with the Staff Personal Account dealing Procedure Code that is made available to you in the Company intranet. Any breach of this clause constitutes gross misconduct and is grounds for immediate dismissal.

## 12. Non-Disclosure of Information

- 12.1 You shall not, at any time hereafter, without the written consent of the Company, divulge, disclose or utilize Confidential Information of the Company, which you may have access to or you come across during your course of employment. You shall not use or utilize Confidential Information of the Company for any purpose other than the Company's business. You shall be bound by further confidentiality obligations and other obligations as per the policy.
- 12.2 "Confidential Information" shall mean all proprietary information of the Company including but not limited to commercial, technical and artistic information relating to the Company, business, operation, maintenance and promoting of its own services, programming techniques, experimental work, customers, clients and vendors of the Company, financial information, marketing plans, business plans, project plans, information relating to, operating income, customer lists, price calculation models, software, hardware, source code, object code and other forms of binary files, technology, methods, documentation, designs and materials and general trade secrets of the Company and Intellectual Property of the Company, as well as any other information labeled "Confidential" by the Company or accessible to or provided to you or developed by you solely or jointly with other employees or consultants of the Company pursuant to the performance of your obligations as an employee of the Company, whether protected under law or not. The Confidential Information and obligations thereto shall apply irrespective of the form in or the media on which such information is displayed or contained. Information relating to the customers, suppliers and agents of the Company shall be deemed to be Confidential Information of the Company.
- 12.3 You shall indemnify and keep indemnified the Company for all damages, losses, claims, liabilities, costs or expenses that the Company incurs or may incur as a result of any violation by you of the above terms and conditions.
- 12.4 Notwithstanding anything contained above, as damages may not be a sufficient remedy for any breach under this Agreement, the Company is entitled to seek specific performance or injunctive relief (as appropriate) as a remedy for any breach or threatened breach, in addition to any other remedies at law or in equity.

## 13. Intellectual Property Rights

- 13.1 You hereby acknowledge and agree that any copyrightable works prepared by you within the scope of your employment are "works for hire" under the Indian Copyright Act, 1957 and under international copyright laws and that the Company shall be considered the owner of such copyrightable works. You agree that all Inventions and Intellectual property and other rights related thereto that (a) are developed using equipment, supplies, facilities or trade secrets of the Company, (b) result from work performed by you for the Company, or (c) relate to the Company's business or current or anticipated research and development, shall be the sole and exclusive property of the Company and are hereby irrevocably assigned by you to the Company.

- 13.2 You hereby agree to promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets ("Inventions") and Intellectual Property that you make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of your employment, whether or not in the course of your employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets.
- 13.3 "Intellectual Property" includes but is not limited to ideas, concepts, creations, discoveries, inventions, improvements, know how, trade secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their source code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.
- 13.4 You hereby assign to the Company the entire copyright and all performance rights and all other rights in and to the works performed by you for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world.
- 13.5 In addition to the foregoing assignment of Inventions and Intellectual Property to the Company, you hereby irrevocably transfer and assign to the Company all Intellectual Property Rights. Intellectual Property Rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.
- 13.6 You hereby represent and warrant that you will not use or integrate any third party materials or data that are not validly licensed to the Company unless previously authorized by my reporting Manager in the Company.
- You represent and warrant that you have not violated the Intellectual Property Rights of any third party, and covenant that you shall not violate the Intellectual Property Rights of any third party in the course of my employment with Company. Provided that in the event the Company is held liable for your violation of any Intellectual Property Rights, you undertake to indemnify the Company or affiliate as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting therefrom.
- 14. Notice**
- 14.1 Any notice to be given under this Agreement shall be sufficient:



- (a) when given by the Company – if it is given in writing by an authorized employee, such notice shall be deemed to be properly served by either delivering it to you personally or by posting the same by Registered Post to your last known or usual place of residence notified by you to the Company.
- (b) when given by you – if it is in writing signed by you and delivered to the Manager or acting Manager in charge of the office or to an authorized officer or delivered or sent by Registered Post (addressed to the company) to an authorized employee to whom you are responsible.

**15. Non-Solicitation**

- 15.1 During your employment with the Company and for a period of six (6) months thereafter you shall not solicit any employee of the Company to leave their employment in order to join the organization you will be employed with immediately post your resignation with SG GSC or any other entity that is affiliated to the organization you will be employed with. You shall also not directly or indirectly on behalf of your employer post your resignation from SG GSC solicit or entice any customers or potential customers away from the Company.

**16. Authenticity of Information, Documents and References**

- 16.1 You declare that:

- (a) the information contained in your bio-data is true and correct and it is hereby agreed that if the information provided is false or misleading then the Company shall be at liberty to terminate your employment with or without notice and with or without payment of salary in lieu of notice in the Company's absolute discretion.
- (b) You have no criminal record nor have any criminal or civil actions been initiated against you, at any time, which you have not disclosed to the Company and you have declared to the Company any technical breaches of any security laws or regulations
- (c) Further, you shall submit to us a relieving letter from your present employer before your appointment takes effect. You must produce a true copy of your original degree certificate & marks card, along with the original testimonials in respect of your experience. Failure to do so without good reason will nullify your appointment. The Company reserves the right to make appropriate enquiries about you to the referees given by you or any other person deemed fit.

**17. Fitness**

- 17.1 You shall promptly disclose to the Company the nature of any serious medical illness or disease which you may have contracted which is likely to endanger the health or safety of any other employee or client of the Company.

**18. Use of SG Internal Tools and Applications**

- 18.1 Post your appointment with the Company, you shall have access to SG internal tools and applications ("SG Tool") and the following shall be observed:



- (a) That the SG Tool shall be used for official purposes only. You shall not be entitled to use this facility for unofficial purposes. If you do so, you shall do so at your own risk and consequences follow.
- (b) Since all correspondences, information, conversations pertain to official purposes, all such correspondences, information, conversations shall be recorded, screened and if need be investigated. Please note this also applies to instances where you may be unauthorizedly using the SG Tools for unofficial purposes.
- (c) You are prohibited from disclosing and sharing internal topics that are confidential and sensitive to the Company on social media. You shall be personally liable and responsible for all contents published online whether privately or professionally. All contents published by you shall be internally monitored and retrieved for the purpose of any investigation. Please note, this shall not be considered an invasion of your privacy.

**19. Retirement**

- 19.1 You will retire from the services of the Company on the last day in the month in which you attain your 60th birth anniversary.

**20. Governing Law**

- 20.1 Your employment shall be governed by and construed in accordance with the laws of India and the courts of Bangalore shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

**21. Company's Policies and Guidelines**

- 21.1 During employment you are subject to rules and regulations and policies of the Company, as made applicable by the Company and revised at the Company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information from the Company intranet/company manual. You shall be liable to face action from the Company if you are found in violation of the same.
- 21.2 During your employment, the Company may at its discretion require you to Work From Home, subject to the Work From Home Policy. You confirm and undertake that you are well equipped to work from your place of residence as long as required by the organization and have adequate infrastructure such as optimal & secured internet connection, comfortable workspace & furniture, required gadgets like laptop, headset, webcam etc.

**22. Processing of Personal Information**

- 22.1 The Company processes your personal data as may be necessary for the proper administration of the employment relationship, both during and after your employment. This will principally (but may not exclusively) relate to personnel, administrative, payroll, performance management and appraisal matters. They will be disclosed, for that purpose, to your hierarchy, as well as, if necessary, to specially authorized service providers in the limit necessary for the performance of the tasks which they are entrusted with.



22.2 Administrative data may be disclosed to:

- (a) The entities of the Société Générale Group entrusted with the administrative management of your employee file,
- (b) To the Group entities aimed at in your mobility demands,
- (c) To the Group headquarters in France for HR steering management purposes and management of careers.
- (d) To third parties and entities outside the group, provided one or any of the businesses of the Group undergo a structural change that would result in a merger, acquisition, spinoff etc.,

22.3 Processing operations may also require the transfer of your personal data to the headquarters of Société Générale Group situated in France or to other entities of the Group specially appointed for hosting purposes and pooling of computer means. You have the right to access your personal data and, in case data are incorrect or out of date, modify, correct and delete your personal data. You may, on legitimate grounds, object to the processing of your personal data.

22.4 Acceptance of this appointment letter shall be treated as your consent for SG GSC to process your personal data as may be specified herein above and no specific consent is required to be obtained from you personally to process your personal data on the occurrence of any of the events specified above.

Yours faithfully,

For Societe Generale Global Solution Centre Pvt Ltd,



**Suja Antony**  
Head Talent Acquisition

I accept the above terms and conditions on my own free will and agree to be bound by the above-mentioned terms and conditions.

Signature  
Candidate Name: Jayanthi

Date: June 15, 2023



Annexure: Salary Entitlement - 2023

Name : Jayanthi

Role Title : Analyst

S. No.	Salary Components	Amount in INR Per Annum
1	Basic	162,500
2	Cash Allowances House Rent Allowance (max 40% of Basic Salary for Non Metro & max 50% of Basic Salary for Metro) Telephone Reimbursement (max 36000/- per annum) Leave Travel Assistance (max 75000/- per annum) Food Coupons (max 26400/- per annum) Upskilling Allowance (max 15000/- per annum) Children Education Allowances (max 2400/- per annum) Balance of allowances will be paid as Taxable Allowance	162,500
<b>Gross Salary</b>		<b>325,000</b>
3	Employer's Provident Fund	21,600
4	Gratuity	7,816
<b>Gross Salary + Retirals</b>		<b>354,416</b>
5	Potential Variable Pay *	81,250
<b>Potential Cost to Company</b>		<b>435,666</b>

**Note:**

- a. • All reimbursements will be governed by the Income Tax laws in place and as may be amended from time to time  
 • Statutory benefits such as Provident Fund and Gratuity etc., will be paid as per the applicable regulations  
 • Any other allowance payable shall be as per the company policy.  
 • Retirals are employer's provident fund contribution and gratuity
- b. **Variable Pay \***

Your entitlement to Variable Pay is subject to your individual and Group's performance for the year. The Variable Pay may vary from INR 0 to INR 81,250/-. Over the last few years, we have had variable pay outs on an average of 8 – 12% SUBJECT to individual & Group performance.  
 Should you join us between October 01st and December 31st of the year, your entitlement to variable pay will commence from the beginning of the subsequent calendar year. Disbursement of variable pay, which is at the absolute discretion of the company, is along with the payroll for the month of March, in the following year.

Global Solution Centre

c. **Benefits**

i. (You would be entitled to avail the below mentioned benefits, which is governed by the prevailing company policies)

Detail	Maximum Coverage Amount
a. Work Enablement: Reimbursement towards standalone broadband, Parking and Transport expense.	28,800

ii. **Insurance Benefit for Health and Personal Accident Cover - applicable as per company policy.**

Detail	Maximum Coverage Amount
a. Group Medical Insurance (coverage for self, spouse, child and parents). Top-up Medical coverage can be availed with options 1 lakh, 2 lakhs, 3 lakhs, 5 lakhs, 10 lakhs & 15 lakhs (Family Floater) at a subsidized rate, premium to be borne by the employee.	500,000
b. Group Personal Accident (Coverage for self only)	1,000,000
c. Group Term Life Insurance (Coverage for self only)	Minimum 25 lakhs or 3.5 times Gross Salary with a cap of 2.5 Crores

You hereby acknowledge that this offer is subject to a background verification to be conducted by the company. On background verification, if any information provided by you is found to be false, the company at its discretion may terminate your services with immediate effect.

**Accepted**



Global Solution Centre

June 19, 2023

Offer No: SG26949  
 Mr. Pavan Gadupudi  
 New No: 13, Old No: 5A,  
 Gandhi Road, Jagannathan Nagar,  
 Arumbakkam, Chennai, Tamil Nadu- 600 106

Dear Pavan,

Sub: Offer Letter

Further to the interviews you have had with us, we are pleased to offer you a position as "Analyst" in Société Générale Global Solution Centre Private Limited ("Company" or "SG GSC"), Chennai.

Your annual basic salary will be Rs.162,500/- (One Lakh Sixty Two Thousand Five Hundred Only). In addition, you will be entitled to other benefits as per the Company's compensation policy as detailed under this employment agreement ("Agreement").

This offer of employment is contingent upon successful completion of your background check. The background verification would take approximately a minimum of four (4) weeks from the day all documents asked by SG GSC team are submitted. Your prospective date of joining the Company, post successful completion of the background check, has been calculated as July 03, 2023, therefore you should plan to report for duty on July 03, 2023, at 9:30 am. However, please note that the actual date of joining will be confirmed to you by your respective recruiter through a separate mail, and your failure to join on the date confirmed will render this offer of employment withdrawn.

However, your offer of employment will be subject to the conditions as stated below:

- Successful completion of your degree course with minimum 60% aggregate marks in your Graduation / Post Graduation (as applicable)
- Must not have any backlogs at the time of joining SG GSC India
- Must be open and flexible to work in any shift / processes which may be assigned to you upon joining SG GSC India

Kindly send your e-mail acceptance of our offer for our records.

Looking forward to a long and fruitful association with you.

Yours faithfully,

For Societe Generale Global Solution Centre Pvt. Ltd.,

**Suja Antony**  
 Head Talent Acquisition

Societe Generale Global Solution Centre Pvt.Ltd.,  
 DLF IT SEZ, 3rd Block, 10th Floor,  
 Shivaji Gardens, Mount Poonamalle Road  
 Manappakkam, Chennai 600 089, India

Tel: + 91 44 6602 7000  
 Fax: + 91 44 6602 7070  
 www.socgensolutions.com  
 www.societegenerale.com

Registered Office:  
 "Voyager" Building, 10th Floor,  
 Ascendas ITPB SEZ,  
 International Tech Park, Bangalore  
 Whitefield Road, Bangalore 560 066, India  
 CIN No. U72200KA2000PTC027232

Page 1 of 12



Date: 24 January 2023

Name: Dhushiyanth

Address: DG Vaishnav College-Chennai

Dear Dhushiyanth ,

Thank you for participating in our campus hiring process and we congratulate you on clearing our selection process. We are glad to issue this Letter of Intent to offer employment with Société Générale Global Solutions Centre Private Limited, India (SG GSC India).

However, your offer of employment will be subject to the conditions that you:

- Clear your current degree course study with minimum 60% aggregate marks in your Graduation / Post Graduation (as applicable)
- Will not have any backlogs on completion of the course
- Are flexible to work in any shift / process within SG GSC India

Your work location would be Chennai, which may be subjected to change later owing to business requirements.

Your proposed **Total Potential CTC** (inclusive of allowance) is 464,466 the details of which are given below:

S. No.	Salary Components	Amount in INR Per Annum
1	Gross Salary	325,000
2	Retirals	29,416
3	Potential Variable Pay	81,250
4	Potential CTC (1+2+3)	435,666
5	Work Enablement Allowance	28,800
6	Potential CTC + Work Enablement Allowance (4+5)	464,466

Please be informed that this Letter of Intent does not constitute a contract of employment or guarantee you any employment with SG GSC India. SG GSC India reserves the right to withdraw this Letter of Intent or to modify any terms, without any prior notice, at its sole discretion.

With best wishes

Yours Sincerely,

For Societe Generale Global Solution Centre Pvt Ltd,

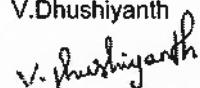


**Suja Antony**  
Head Talent Acquisition

I Accept

Candidate Name: V.Dhushiyanth

Signature:



Date: 24 January 2023

Name: Aswin

Address: DG Vaishnav College-Chennai

Dear Aswin ,

Thank you for participating in our campus hiring process and we congratulate you on clearing our selection process. We are glad to issue this Letter of Intent to offer employment with Société Générale Global Solutions Centre Private Limited, India (SG GSC India).

However, your offer of employment will be subject to the conditions that you:

- Clear your current degree course study with minimum 60% aggregate marks in your Graduation / Post Graduation (as applicable)
- Will not have any backlogs on completion of the course
- Are flexible to work in any shift / process within SG GSC India

Your work location would be Chennai, which may be subjected to change later owing to business requirements.

Your proposed **Total Potential CTC** (inclusive of allowance) is 464,466 the details of which are given below:

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5	Work Enablement Allowance	28,800
6	Potential CTC + Work Enablement Allowance (4+5)	464,466

Please be informed that this Letter of Intent does not constitute a contract of employment or guarantee you any employment with SG GSC India. SG GSC India reserves the right to withdraw this Letter of Intent or to modify any terms, without any prior notice, at its sole discretion.

With best wishes

Yours Sincerely,  
For Societe Generale Global Solution Centre Pvt Ltd,



**Suja Antony**  
Head Talent Acquisition

I Accept  
Candidate Name:  
Signature:

**SONA COMSTAR  
OFFER LETTER**



SONA COMSTAR

25-Apr-2023

To  
Mr. Karthik M  
saibrins@gmail.com

Dear Karthik,

We are pleased to offer you the position of **MT (Management Trainee)** in our Company.

Please find enclosed Annexure 1 detailing the remuneration payable to you. The position and the remuneration offered to you have been fixed based on our assessment of your relevant skills. After joining us, you will be issued a letter of appointment setting out in detail the terms and conditions of employment.

You need to report for joining at our office as an Intern, located at Keelakaranai Village, Malrosapuram, Chengalpattu 603 204 in May 2023.

You will be taken on our rolls automatically as MT after successful completion of your Post Graduation without any arrear in the semester(s) that you appear after your interview date. If in case you get any arrear in the above-mentioned semesters, we will not be able to confirm your employment.

Please forward to us a signed copy of this Offer letter, as a token of acceptance, on or before **28-Apr-2023**

We look forward to you having a rewarding career with SONA BLW.

Accepted and Agreed. I will join as Intern in May 2023.

Sincerely

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

  
Ramesh V  
Head - Human Resources

SONA BLW Precision Forgings Ltd.

Regd. Office:

Sona Enclave,

Village Begumpur Khatola,

Sector 35, Gurugram-122004, Haryana, India.

T +91 124 476 8200

Chennai Works:

Keelakaranai Village, Malrosapuram Post,

Maramalai Nagar, Chengalpattu-603204,

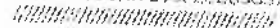
Tamil Nadu, India

T +91 44 71473700 F +91 44 71473737

enquiry@sonacomstar.com

www.sonacomstar.com

CIN L27300HR1995PLC023037





SONA COMSTAR

**PS:** Refer Annexure 1: Notes, for more details on pre-employment medical checkup. On the date of your joining, kindly bring the following documents:

1. 5 passport size photographs (no older than 6 months).
2. The original and a copy of each of the following documents:
  - Proof of Age (Birth Certificate or School Leaving Certificate)
  - PAN Card
  - Aadhar Card
  - Cancelled Cheque Leaf
  - Relieving Letters from your present & all previous employers (if any).
  - Educational Certificates (Mark sheets & Degree certificates for all completed courses as declared in the application)

Kindly return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out here in.

**Important Note:** This offer is valid subject to your clearance on medical fitness conducted by authorized vendor partners designated by Sona BLW.

**Ramesh V**

**Head – Human Resources**

**SONA BLW Precision Forgings Ltd.**

**Regd. Office :**  
Sona Enclave,  
Village Begumpur Khatola,  
Sector 35, Gurugram-122004, Haryana, India.  
T +91 124 476 8200

**Chennai Works:**  
Kaelakaranaal Village, Marosapuram Post,  
Maraimalai Nagar, Chengalpattu-603204,  
Tamil Nadu, India  
T +91 44 71473700 F +91 44 71473737

enquiry@sonacomstar.com  
[www.sonacomstar.com](http://www.sonacomstar.com)

CIN L27300HR1995PLC083037  
////////////////////////////////////



SONA COMSTAR

**ANNEXURE 1 - SALARY DETAILS**

Salary Components	Amount in Rs. (per annum)
Basic	170000
FBA	190433
Guaranteed Cash	360433
RB (PF + Gratuity)	29777
Statutory Bonus	34790
CTC	<b>425000</b>

*Ramesh V*

Ramesh V

(Signature of the Employee)

Head - Human Resources

Name: Karthik M

**Note:**

Please Visit Our Website to find more details about our company, we have provided a candidate login on the home page.

1. User name is your mobile number and password is date of birth (YYYY/MM/DD).
2. On the profile page you can choose your pre-employment-checkup date, Time & Location. Once you fill-up with same, our team will get in touch for facilitation.
3. For Nearby location you would have to refer [www.Dus.Medicalcity.com](http://www.Dus.Medicalcity.com)
4. Also you can download the joining forms, fill it up and upload them back.  
In case of Queries please call Mr. Irudhaya raj D  
Contact Number: 044-71473700



**SONA COMSTAR**

### **Letter of Authorization**

I hereby authorize/given my consent to Sona BLW and/or its vendors to conduct any Background or Reference check on my employment, education, address & criminal background or any other relevant pre-employment checks in any jurisdiction across globe so that the hiring decision may be evaluated at any point of time and also hereby authorize/given my consent to Sona BLW and/or its vendors to conduct any medical test as part of my pre – joining process. The report there in can be analyzed by Sona BLW HR/Inhouse medical team for any official purpose.

I hereby agree that during the course of the reference checks and background verifications my previous employers and universities may be contacted and these checks are done on behalf of Sona BLW I hereby also agree that in areas/regions where the authorized vendor partner is not available I will take all relevant medical test as stated by Sona BLW and submit the report before or on the date of my joining the organization.

In the event that Sona BLW being unable to verify any information, it is my responsibility to furnish the necessary additional information/documentation.

I hereby confirm and agree that any submission of false or misleading information will entitle Sona BLW to take appropriate action on my employment including termination

\* SIGNATURE: \_\_\_\_\_

\* NAME (IN BLOCK LETTERS): \_\_\_\_\_

\* DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**SUNDARAM  
FINANCE  
OFFER LETTER**



PRL:APPT 3483:2023  
May 16, 2023

Mr. Abinеш S  
No 2, 2nd Street, Thulukkanam Garden,  
Triplicane, Chennai 600 005

Dear Abinеш,

### APPOINTMENT ORDER

We are pleased to appoint you as **Assistant Manager - Business Support** in Grade 6 with effect from **May 15, 2023**. Your employee number is **013028**.

Your appointment is subject to the following terms and conditions:-

1. You will be paid a basic salary of ₹ 7,650 (Rupees seven thousand six hundred and fifty only) per month.
2. You will also be eligible for other allowances / perquisites as detailed in the annexure, subject to the Company's rules in this regard as may be applicable from time to time to employees in your grade.
3. You will be on probation for a period of 12 months. The probation can be extended for further period / periods at the discretion of and as may be deemed fit by the Management.
4. Your services during probation are subject to termination without assigning any reason by giving one-month notice on either side or one-month gross salary in lieu of notice. You are required to abide by the rules of the company applicable from time to time in connection with the collection of notice pay and other training expenses, delegate fees etc., incurred for you by the company.
5. You will be considered for confirmation on completion of the probationary period, if your service is found satisfactory.
6. You are eligible for one day Casual Leave and Sick Leave per month till the date of Confirmation and 6 days leave for the purpose of availing Vacation as per rules under Leave Travel Assistance.
7. You will be eligible for other benefits under the Company's rules as applicable to other employees in your grade.
8. You will be retired from service on your completion of 58 (fifty eight) years of age.
9. You are expected to devote full attention and time for the Company's work. You shall not gainfully engage yourself in any outside work or business over and above your legitimate work in the Company i.e., on duty days, on holidays and

Sundaram Finance Limited

Validity unknown

SEKAR RAJAMANI  
2023.05.17 12:32

Chennai Road, Chennai - 600 002, India Ph: +91 44 2852 1131 Fax: +91 44 2858 6641 www.sundaramfinance.in  
E-mail: wecare@sundaramfinance.in PAN: AAACS046A CIN: 165191TN1954P3.C002429

..... 2

: 2 :

when you are on leave without the written permission from the Company.

10. You shall not apply for any other job outside while in our service without prior written permission from the Management.
11. If and when any information furnished in your application and / or the certificates, testimonials etc., submitted by you along with application are found to be incorrect or not true, you will be liable for dismissal and such further action as the Company deems fit.
12. You should observe all the Rules and Regulations of the Company that are in force from time to time.
13. You shall at all times maintain utmost secrecy of all information relating to the Company's business and all matters connected directly or indirectly thereto.
14. You are liable to be posted / transferred to any of the locations / departments in our organisation throughout India on the terms and conditions prescribed by the Company.
15. The Company is entitled to depute your services to any other company or division in similar or such other capacity as the company may decide. Such deputation will be treated as continuation of your service with the company.

We look forward to your fruitful association with us and with best wishes.

Yours truly,  
for **Sundaram Finance Limited**

**Sekar R**  
Head - Human Resources

Sundaram Finance Limited

Validity unknown

SEKAR RAJAMANI  
2023.05.17 12:32

---

Plot 23, Katathol Road, Chennai - 600 002, India Ph: +91 44 2852 1181 Fax: +91 44 2850 6641 [www.sundaramfinance.in](http://www.sundaramfinance.in)  
E-mail: [wecare@sundaramfinance.in](mailto:wecare@sundaramfinance.in) PAN: AAACS4964A CIN: L6S191TN1954PLC002429



Offer 31515:2023  
21-Feb-2023

Mr. Abinesh S  
No 2, 2nd Street, Thulukkanam Garden,  
Triplicane, Chennai 600 005

**Re:Offer Letter**

**Dear Mr. Abinesh,**

Further to the interview had with us, we are pleased to offer you a position as **Assistant Manager - Business Support** in Grade 6 in our organisation, on the following terms and conditions.

You will be posted at **Head Office**.

You will be on probation for a period of 12 months and your services will be confirmed on successful completion of the same.

The components of the 'compensation package' offered to you are given in the Annexure.

Please sign and return a copy of this Offer Letter as a token of acceptance, within 10 days from the date of receipt of this letter, indicating therein, your probable date of joining.

The company reserves the right to verify your documents and background through internal or external agencies at any stage of employment. These may include your previous employment history, educational / professional credentials including other background details.

Any false information provided by you may result in immediate withdrawal of offer or termination of employment (as the case may be) with no further compensation to you.

With best wishes,

for Sundaram Finance Limited

Signature Not Verified  
SEKAR RAJAMANI  
R. Sekar 2023.02.21 07:45  
Head - Human Resources

**Sundaram Finance Limited**



**Annexure**

Remuneration (Cost to Company) in INR		
<b>Candidate Name</b>	Abinesh S	
<b>Designation</b>	Assistant Manager - Business Support	
<b>Grade</b>	6	
<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
Basic	7,650	91,800
House Rent Allowance	4,590	55,080
City Compensatory Allowance	2,000	24,000
Transport Allowance	3,000	36,000
Superannuation Contribution (15% of Basic) ~	1,148	13,776
Contribution to National Pension Scheme u/s 80CCD(2) ~	765	9,180
Compensatory Allowance **	7,389	88,668
Employer Contribution of Provident Fund (12% on Basic + DA)		21,600
Employer Contribution of Gratuity (4.81% on Basic + DA)		4,416
Bonus *		34,012
Reimbursement of premium paid on Health Insurance		7,500
LTA		15,000
PLVB #		40,800
Code on Wages Impact Allowance **	681	8,172
<b>Cost to Company</b>	<b>27,223</b>	<b>450,004</b>

Note:

~ Contributions to Superannuation Fund (15% of Basic) & National Pension Scheme (10% of Basic) will be made based on option(s) exercised by the employee.

\* Eligible after confirmation. Amount payable will be decided after evaluation of performance. Statutory Bonus payable, if any, will be adjusted against this.

# PLVB -This amount is likely to vary at the time of confirmation, based on an evaluation of performance during the probationary period. Payment will be paid on quarterly basis

\*\* Code on Wages Impact pertaining to Employer's contribution of PF & Gratuity is being paid as "Code on Wages Impact Allowance" on a monthly basis w.e.f. Date of Joining. As and when the "The Code on Wages, 2019" is implemented, additional Employer Contribution towards PF and Gratuity, if any, will be made, as per the new Act, duly withdrawing the "Code on Wages Impact Allowance".

In case of the Govt. implementing the new Act with retrospective effect for FY 21 - 22, the employer contribution of PF and Gratuity amount paid as "Code on Wage Impact Allowance" will be recovered from employees to contribute in their respective PF & Gratuity Accounts.

SEKAR RAJAMANI  
Employee ID: 250298  
Employees will continue to contribute their Contribution, as per the new Act."

Life Cover with Personal Accident riders, as per Company policy.

Kindly note that remuneration is a contract entirely between you and the Company and should therefore be treated as Strictly Confidential

Sundaram Finance Limited



Offer 31535:2023  
21-Feb-2023

Ms. Sharmila R  
2/12 G2 Flat Samrah Garden, Jayasali Nagar, Sennerkuppam,  
Poonamallee. Chennai-600 056.

**Re:Offer Letter**

**Dear Madam,**

Further to the interview had with us, we are pleased to offer you a position as **Assistant Manager – Operations** in Grade 6 in our organisation, on the following terms and conditions.

You will be posted at **Head Office**.

You will be on probation for a period of 12 months and your services will be confirmed on successful completion of the same.

The components of the 'compensation package' offered to you are given in the Annexure.

Please sign and return a copy of this Offer Letter as a token of acceptance, within 10 days from the date of receipt of this letter, indicating therein, your probable date of joining.

The company reserves the right to verify your documents and background through internal or external agencies at any stage of employment. These may include your previous employment history, educational / professional credentials including other background details.

Any false information provided by you may result in immediate withdrawal of offer or termination of employment (as the case may be) with no further compensation to you.

With best wishes,

for Sundaram Finance Limited

Signature Not Verified  
SEKAR RAJAMANI  
R. Sekar 2023.02.21 07:47  
Head - Human Resources

Sundaram Finance Limited



**Annexure**

Remuneration (Cost to Company) in INR		
<b>Candidate Name</b>	Sharmila R	
<b>Designation</b>	Assistant Manager – Operations	
<b>Grade</b>	6	
<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
Basic	7,650	91,800
House Rent Allowance	4,590	55,080
City Compensatory Allowance	2,000	24,000
Transport Allowance	3,000	36,000
Superannuation Contribution (15% of Basic) ~	1,148	13,776
Contribution to National Pension Scheme u/s 80CCD(2) ~	765	9,180
Compensatory Allowance **	7,389	88,668
Employer Contribution of Provident Fund (12% on Basic + DA)		21,600
Employer Contribution of Gratuity (4.81% on Basic + DA)		4,416
Bonus *		34,012
Reimbursement of premium paid on Health Insurance		7,500
LTA		15,000
PLVB #		40,800
Code on Wages Impact Allowance **	681	8,172
<b>Cost to Company</b>	<b>27,223</b>	<b>450,004</b>

Note:

~ Contributions to Superannuation Fund (15% of Basic) & National Pension Scheme (10% of Basic) will be made based on option(s) exercised by the employee.

\* Eligible after confirmation. Amount payable will be decided after evaluation of performance. Statutory Bonus payable, if any, will be adjusted against this.

# PLVB -This amount is likely to vary at the time of confirmation, based on an evaluation of performance during the probationary period. Payment will be paid on quarterly basis

\*\* Code on Wages Impact pertaining to Employer's contribution of PF & Gratuity is being paid as "Code on Wages Impact Allowance" on a monthly basis w.e.f. Date of Joining. As and when the "The Code on Wages, 2019" is implemented, additional Employer Contribution towards PF and Gratuity, if any, will be made, as per the new Act, duly withdrawing the "Code on Wages Impact Allowance".

In case of the Govt. implementing the new Act with retrospective effect for FY 21 - 22, the employer contribution of PF and Gratuity amount paid as "Code on Wage Impact Allowance" will be recovered from employees to contribute in their respective PF & Gratuity Accounts.

SEKAR RAJAMANI  
Employee will continue to contribute their Contribution, as per the new Act."

Life Cover with Personal Accident riders, as per Company policy.

Kindly note that remuneration is a contract entirely between you and the Company and should therefore be treated as Strictly Confidential

-----Sundaram Finance Limited-----  
Digitally signed.



Offer 31444:2023  
20-Feb-2023

Mr. Kanagaraj V  
No. 14, South Street, Thalatheru,  
Karaikal - 609605.

**Re:Offer Letter**

**Dear Mr. Kanagaraj,**

Further to the interview had with us, we are pleased to offer you a position as **Risk Analyst - SME & Emerging Corporates** in Grade 6 in our organisation, on the following terms and conditions.

You will be posted at **Head Office**.

You will be on probation for a period of 12 months and your services will be confirmed on successful completion of the same.

The components of the 'compensation package' offered to you are given in the Annexure.

Please sign and return a copy of this Offer Letter as a token of acceptance, within 10 days from the date of receipt of this letter, indicating therein, your probable date of joining.

The company reserves the right to verify your documents and background through internal or external agencies at any stage of employment. These may include your previous employment history, educational / professional credentials including other background details.

Any false information provided by you may result in immediate withdrawal of offer or termination of employment (as the case may be) with no further compensation to you.

With best wishes,

for Sundaram Finance Limited

Signature Not Verified  
SEKAR RAJAMANI  
R. Sekar 2023.02.20 09:09  
Head - Human Resources

**Sundaram Finance Limited**



**Annexure**

Remuneration (Cost to Company) in INR		
<b>Candidate Name</b>	Kanagaraj V	
<b>Designation</b>	Risk Analyst - SME & Emerging Corporates	
<b>Grade</b>	6	
<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
Basic	7,650	91,800
House Rent Allowance	4,590	55,080
City Compensatory Allowance	2,000	24,000
Transport Allowance	3,000	36,000
Superannuation Contribution (15% of Basic) ~	1,148	13,776
Contribution to National Pension Scheme u/s 80CCD(2) ~	765	9,180
Compensatory Allowance **	7,389	88,668
Employer Contribution of Provident Fund (12% on Basic + DA)		21,600
Employer Contribution of Gratuity (4.81% on Basic + DA)		4,416
Bonus *		34,012
Reimbursement of premium paid on Health Insurance		7,500
LTA		15,000
PLVB #		40,800
Code on Wages Impact Allowance **	681	8,172
<b>Cost to Company</b>	<b>27,223</b>	<b>450,000</b>

Note:

~ Contributions to Superannuation Fund (15% of Basic) & National Pension Scheme (10% of Basic) will be made based on option(s) exercised by the employee.

\* Eligible after confirmation. Amount payable will be decided after evaluation of performance. Statutory Bonus payable, if any, will be adjusted against this.

# PLVB -This amount is likely to vary at the time of confirmation, based on an evaluation of performance during the probationary period. Payment will be paid on quarterly basis

\*\* Code on Wages Impact pertaining to Employer's contribution of PF & Gratuity is being paid as "Code on Wages Impact Allowance" on a monthly basis w.e.f. Date of Joining. As and when the "The Code on Wages, 2019" is implemented, additional Employer Contribution towards PF and Gratuity, if any, will be made, as per the new Act, duly withdrawing the "Code on Wages Impact Allowance".

In case of the Govt. implementing the new Act with retrospective effect for FY 21 - 22, the employer contribution of PF and Gratuity amount paid as "Code on Wage Impact Allowance" will be recovered from employees to contribute in their respective PF & Gratuity Accounts.

SEKAR RAJAMANI  
Employee will continue to contribute their Contribution, as per the new Act.\*

Life Cover with Personal Accident riders, as per Company policy.

Kindly note that remuneration is a contract entirely between you and the Company and should therefore be treated as Strictly Confidential

**Sundaram Finance Limited**





Offer 31454:2023  
20-Feb-2023

Ms. Vanmathi M  
No 1/1 New Mandapam Road, Kilpauk,  
Chennai 10.

**Re:Offer Letter**

Dear Madam,

Further to the interview had with us, we are pleased to offer you a position as **Assistant Manager - Branch Support** in Grade 6 in our organisation, on the following terms and conditions.

You will be posted at **Head Office**.

You will be on probation for a period of 12 months and your services will be confirmed on successful completion of the same.

The components of the 'compensation package' offered to you are given in the Annexure.

Please sign and return a copy of this Offer Letter as a token of acceptance, within 10 days from the date of receipt of this letter, indicating therein, your probable date of joining.

The company reserves the right to verify your documents and background through internal or external agencies at any stage of employment. These may include your previous employment history, educational / professional credentials including other background details.

Any false information provided by you may result in immediate withdrawal of offer or termination of employment (as the case may be) with no further compensation to you.

With best wishes,

for Sundaram Finance Limited

Signature Not Verified  
SEKAR RAJAMANI  
R. Sekar 20/02/2023 09:09  
Head - Human Resources

**Sundaram Finance Limited**



**Annexure**

Remuneration (Cost to Company) in INR		
<b>Candidate Name</b>	Vanmathi M	
<b>Designation</b>	Assistant Manager - Branch Support	
<b>Grade</b>	6	
<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
Basic	7,650	91,800
House Rent Allowance	4,590	55,080
City Compensatory Allowance	2,000	24,000
Transport Allowance	3,000	36,000
Superannuation Contribution (15% of Basic) ~	1,148	13,776
Contribution to National Pension Scheme u/s 80CCD(2) ~	765	9,180
Compensatory Allowance **	7,389	88,668
Employer Contribution of Provident Fund (12% on Basic + DA)		21,600
Employer Contribution of Gratuity (4.81% on Basic + DA)		4,416
Bonus *		34,012
Reimbursement of premium paid on Health Insurance		7,500
LTA		15,000
PLVB #		40,800
Code on Wages Impact Allowance **	681	8,172
<b>Cost to Company</b>	<b>27,223</b>	<b>450,004</b>

Note:

~ Contributions to Superannuation Fund (15% of Basic) & National Pension Scheme (10% of Basic) will be made based on option(s) exercised by the employee.

\* Eligible after confirmation. Amount payable will be decided after evaluation of performance. Statutory Bonus payable, if any, will be adjusted against this.

# PLVB -This amount is likely to vary at the time of confirmation, based on an evaluation of performance during the probationary period. Payment will be paid on quarterly basis

\*\* Code on Wages Impact pertaining to Employer's contribution of PF & Gratuity is being paid as "Code on Wages Impact Allowance" on a monthly basis w.e.f. Date of Joining. As and when the "The Code on Wages, 2019" is implemented, additional Employer Contribution towards PF and Gratuity, if any, will be made, as per the new Act, duly withdrawing the "Code on Wages Impact Allowance".

In case of the Govt. implementing the new Act with retrospective effect for FY 21 - 22, the employer contribution of PF and Gratuity amount paid as "Code on Wage Impact Allowance" will be recovered from employees to contribute in their respective PF & Gratuity Accounts.

SEKAR RAJAMANI  
Employee will continue to contribute their Contribution, as per the new Act."

Life Cover with Personal Accident riders, as per Company policy.

Kindly note that remuneration is a contract entirely between you and the Company and should therefore be treated as Strictly Confidential

**Sundaram Finance Limited**



Offer 31840:2023  
28-Feb-2023

Ms. Vidhiya B  
No. 68/2 V.V. Kovil Street, Choolai,  
Chennai-600112.

**Re:Offer Letter**

**Dear Madam,**

Further to the interview had with us, we are pleased to offer you a position as **Assistant Manager - Deposits** in Grade 6 in our organisation, on the following terms and conditions.

You will be posted at **Head Office**.

You will be on probation for a period of 12 months and your services will be confirmed on successful completion of the same.

The components of the 'compensation package' offered to you are given in the Annexure.

Please sign and return a copy of this Offer Letter as a token of acceptance, within 10 days from the date of receipt of this letter, indicating therein, your probable date of joining.

The company reserves the right to verify your documents and background through internal or external agencies at any stage of employment. These may include your previous employment history, educational / professional credentials including other background details.

Any false information provided by you may result in immediate withdrawal of offer or termination of employment (as the case may be) with no further compensation to you.

With best wishes,

for Sundaram Finance Limited

Signature Not Verified  
SEKAR RAJAMANI  
R. Sekar 28.02.2023 18:58  
Head - Human Resources

**Sundaram Finance Limited**



**Annexure**

<b>Remuneration (Cost to Company) in INR</b>		
<b>Candidate Name</b>	Vidhiya B	
<b>Designation</b>	Assistant Manager - Deposits	
<b>Grade</b>	6	
<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
Basic	7,650	91,800
House Rent Allowance	4,590	55,080
City Compensatory Allowance	2,000	24,000
Transport Allowance	3,000	36,000
Superannuation Contribution (15% of Basic) ~	1,148	13,776
Contribution to National Pension Scheme u/s 80CCD(2) ~	765	9,180
Compensatory Allowance **	7,389	88,668
Employer Contribution of Provident Fund (12% on Basic + DA)		21,600
Employer Contribution of Gratuity (4.81% on Basic + DA)		4,416
Bonus *		34,012
Reimbursement of premium paid on Health Insurance		7,500
LTA		15,000
PLVB #		40,800
Code on Wages Impact Allowance **	681	8,172
<b>Cost to Company</b>	<b>27,223</b>	<b>450,004</b>

**Note:**

~ Contributions to Superannuation Fund (15% of Basic) & National Pension Scheme (10% of Basic) will be made based on option(s) exercised by the employee.

\* Eligible after confirmation. Amount payable will be decided after evaluation of performance. Statutory Bonus payable, if any, will be adjusted against this.

# PLVB -This amount is likely to vary at the time of confirmation, based on an evaluation of performance during the probationary period. Payment will be paid on quarterly basis

\*\* Code on Wages Impact pertaining to Employer's contribution of PF & Gratuity is being paid as "Code on Wages Impact Allowance" on a monthly basis w.e.f. Date of Joining. As and when the "The Code on Wages, 2019" is implemented, additional Employer Contribution towards PF and Gratuity, if any, will be made, as per the new Act, duly withdrawing the "Code on Wages Impact Allowance".

In case of the Govt. implementing the new Act with retrospective effect for FY 21 - 22, the employer contribution of PF and Gratuity amount paid as "Code on Wage Impact Allowance" will be recovered from employees to contribute in their respective PF & Gratuity Accounts.

SEKAR RAJAMANI  
Employee will continue to contribute their Contribution, as per the new Act."

Life Cover with Personal Accident riders, as per Company policy.

Kindly note that remuneration is a contract entirely between you and the Company and should therefore be treated as Strictly Confidential

**Sundaram Finance Limited**



Offer 31537:2023  
21-Feb-2023

Ms. Priyanka K  
No 16 Edward Park Street,  
Kosapet, Chennai 12

**Re:Offer Letter**

**Dear Madam,**

Further to the interview had with us, we are pleased to offer you a position as **Assistant Manager - Branch Support** in Grade 6 in our organisation, on the following terms and conditions.

You will be posted at **Head Office**.

You will be on probation for a period of 12 months and your services will be confirmed on successful completion of the same.

The components of the 'compensation package' offered to you are given in the Annexure.

Please sign and return a copy of this Offer Letter as a token of acceptance, within 10 days from the date of receipt of this letter, indicating therein, your probable date of joining.

The company reserves the right to verify your documents and background through internal or external agencies at any stage of employment. These may include your previous employment history, educational / professional credentials including other background details.

Any false information provided by you may result in immediate withdrawal of offer or termination of employment (as the case may be) with no further compensation to you.

With best wishes,

for Sundaram Finance Limited

Signature Not Verified  
SEKAR RAJAMANI  
R. Sekar 21.02.23 07:47  
Head - Human Resources

**Sundaram Finance Limited**



**Annexure**

Remuneration (Cost to Company) in INR		
<b>Candidate Name</b>	Priyanka K	
<b>Designation</b>	Assistant Manager - Branch Support	
<b>Grade</b>	6	
<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
Basic	7,650	91,800
House Rent Allowance	4,590	55,080
City Compensatory Allowance	2,000	24,000
Transport Allowance	3,000	36,000
Superannuation Contribution (15% of Basic) ~	1,148	13,776
Contribution to National Pension Scheme u/s 80CCD(2) ~	765	9,180
Compensatory Allowance **	7,389	88,668
Employer Contribution of Provident Fund (12% on Basic + DA)		21,600
Employer Contribution of Gratuity (4.81% on Basic + DA)		4,416
Bonus *		34,012
Reimbursement of premium paid on Health Insurance		7,500
LTA		15,000
PLVB #		40,800
Code on Wages Impact Allowance **	681	8,172
<b>Cost to Company</b>	<b>27,223</b>	<b>450,004</b>

Note:

~ Contributions to Superannuation Fund (15% of Basic) & National Pension Scheme (10% of Basic) will be made based on option(s) exercised by the employee.

\* Eligible after confirmation. Amount payable will be decided after evaluation of performance. Statutory Bonus payable, if any, will be adjusted against this.

# PLVB -This amount is likely to vary at the time of confirmation, based on an evaluation of performance during the probationary period. Payment will be paid on quarterly basis

\*\* Code on Wages Impact pertaining to Employer's contribution of PF & Gratuity is being paid as "Code on Wages Impact Allowance" on a monthly basis w.e.f. Date of Joining. As and when the "The Code on Wages, 2019" is implemented, additional Employer Contribution towards PF and Gratuity, if any, will be made, as per the new Act, duly withdrawing the "Code on Wages Impact Allowance".

In case of the Govt. implementing the new Act with retrospective effect for FY 21 - 22, the employer contribution of PF and Gratuity amount paid as "Code on Wage Impact Allowance" will be recovered from employees to contribute in their respective PF & Gratuity Accounts.

SEKAR RAJAMANI  
Employee ID: 270299  
Employees to continue to contribute their Contribution, as per the new Act."

Life Cover with Personal Accident riders, as per Company policy.

Kindly note that remuneration is a contract entirely between you and the Company and should therefore be treated as Strictly Confidential

Sundaram Finance Limited  
Digitally signed



Offer 31511:2023  
21-Feb-2023

Ms. Paavani J  
Plot No.1, Door No.27/1, Rajaji Salai, Senthil Nagar,  
Thirumullaivoyal, Chennai-600062.

**Re:Offer Letter**

**Dear Madam,**

Further to the interview had with us, we are pleased to offer you a position as **Assistant Manager - Business Support** in Grade 6 in our organisation, on the following terms and conditions.

You will be posted at **Head Office**.

You will be on probation for a period of 12 months and your services will be confirmed on successful completion of the same.

The components of the 'compensation package' offered to you are given in the Annexure.

Please sign and return a copy of this Offer Letter as a token of acceptance, within 10 days from the date of receipt of this letter, indicating therein, your probable date of joining.

The company reserves the right to verify your documents and background through internal or external agencies at any stage of employment. These may include your previous employment history, educational / professional credentials including other background details.

Any false information provided by you may result in immediate withdrawal of offer or termination of employment (as the case may be) with no further compensation to you.

With best wishes,

for Sundaram Finance Limited

Signature Not Verified

SEKAR RAJAMANI  
R. Sekar 23.02.21 07:45  
Head - Human Resources

**Sundaram Finance Limited**



**Annexure**

Remuneration (Cost to Company) in INR		
<b>Candidate Name</b>	Paavani J	
<b>Designation</b>	Assistant Manager - Business Support	
<b>Grade</b>	6	
<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
Basic	7,650	91,800
House Rent Allowance	4,590	55,080
City Compensatory Allowance	2,000	24,000
Transport Allowance	3,000	36,000
Superannuation Contribution (15% of Basic) ~	1,148	13,776
Contribution to National Pension Scheme u/s 80CCD(2) ~	765	9,180
Compensatory Allowance **	7,389	88,668
Employer Contribution of Provident Fund (12% on Basic + DA)		21,600
Employer Contribution of Gratuity (4.81% on Basic + DA)		4,416
Bonus *		34,012
Reimbursement of premium paid on Health Insurance		7,500
LTA		15,000
PLVB #		40,800
Code on Wages Impact Allowance **	681	8,172
<b>Cost to Company</b>	<b>27,223</b>	<b>450,004</b>

Note:

~ Contributions to Superannuation Fund (15% of Basic) & National Pension Scheme (10% of Basic) will be made based on option(s) exercised by the employee.

\* Eligible after confirmation. Amount payable will be decided after evaluation of performance. Statutory Bonus payable, if any, will be adjusted against this.

# PLVB -This amount is likely to vary at the time of confirmation, based on an evaluation of performance during the probationary period. Payment will be paid on quarterly basis

\*\* Code on Wages Impact pertaining to Employer's contribution of PF & Gratuity is being paid as "Code on Wages Impact Allowance" on a monthly basis w.e.f. Date of Joining. As and when the "The Code on Wages, 2019" is implemented, additional Employer Contribution towards PF and Gratuity, if any, will be made, as per the new Act, duly withdrawing the "Code on Wages Impact Allowance".

In case of the Govt. implementing the new Act with retrospective effect for FY 21 - 22, the employer contribution of PF and Gratuity amount paid as "Code on Wage Impact Allowance" will be recovered from employees to contribute in their respective PF & Gratuity Accounts.

SEKAR RAMANI  
Employee will continue to contribute their Contribution, as per the new Act."

Life Cover with Personal Accident riders, as per Company policy.

Kindly note that remuneration is a contract entirely between you and the Company and should therefore be treated as Strictly Confidential

**Sundaram Finance Limited**





Offer 31499:2023  
21-Feb-2023

Ms. Parveenbanu S  
No.58/1, Ambedkar Street, N.G.O. Nagar,  
Ponneri-601204.

**Re:Offer Letter**

**Dear Madam,**

Further to the interview had with us, we are pleased to offer you a position as **Assistant Manager – Operations** in Grade 6 in our organisation, on the following terms and conditions.

You will be posted at **Head Office**.

You will be on probation for a period of 12 months and your services will be confirmed on successful completion of the same.

The components of the 'compensation package' offered to you are given in the Annexure.

Please sign and return a copy of this Offer Letter as a token of acceptance, within 10 days from the date of receipt of this letter, indicating therein, your probable date of joining.

The company reserves the right to verify your documents and background through internal or external agencies at any stage of employment. These may include your previous employment history, educational / professional credentials including other background details.

Any false information provided by you may result in immediate withdrawal of offer or termination of employment (as the case may be) with no further compensation to you.

With best wishes,

for Sundaram Finance Limited

Signature Not Verified  
SEKAR RAJAMANI  
R. Sekar 21/02/2023 07:44  
Head - Human Resources

**Sundaram Finance Limited**



**Annexure**

<b>Remuneration (Cost to Company) in INR</b>			
<b>Candidate Name</b>	Parveenbanu S		
<b>Designation</b>	Assistant Manager – Operations		
<b>Grade</b>	6		
<b>Description</b>	<b>Monthly</b>	<b>Annual</b>	
Basic	7,650	91,800	
House Rent Allowance	4,590	55,080	
City Compensatory Allowance	2,000	24,000	
Transport Allowance	3,000	36,000	
Superannuation Contribution (15% of Basic) ~	1,148	13,776	
Contribution to National Pension Scheme u/s 80CCD(2) ~	765	9,180	
Compensatory Allowance **	5,559	66,708	
Employer Contribution of Provident Fund (12% on Basic + DA)		21,600	
Employer Contribution of Gratuity (4.81% on Basic + DA)		4,416	
Bonus *		31,878	
Reimbursement of premium paid on Health Insurance		7,500	
LTA		15,000	
PLVB #		66,000	
Code on Wages Impact Allowance **	588	7,056	
<b>Cost to Company</b>	<b>25,300</b>	<b>449,993</b>	

**Note:**

~ Contributions to Superannuation Fund (15% of Basic) & National Pension Scheme (10% of Basic) will be made based on option(s) exercised by the employee.

\* Eligible after confirmation. Amount payable will be decided after evaluation of performance. Statutory Bonus payable, if any, will be adjusted against this.

# PLVB -This amount is likely to vary at the time of confirmation, based on an evaluation of performance during the probationary period. Payment will be paid on quarterly basis

\*\* Code on Wages Impact pertaining to Employer's contribution of PF & Gratuity is being paid as "Code on Wages Impact Allowance" on a monthly basis w.e.f. Date of Joining. As and when the "The Code on Wages, 2019" is implemented, additional Employer Contribution towards PF and Gratuity, if any, will be made, as per the new Act, duly withdrawing the "Code on Wages Impact Allowance".

In case of the Govt. implementing the new Act with retrospective effect for FY 21 - 22, the employer contribution of PF and Gratuity amount paid as "Code on Wage Impact Allowance" will be recovered from employees to contribute in their respective PF & Gratuity Accounts.

SEKAR RAJAMANI  
Employee will continue to contribute their Contribution, as per the new Act."

Life Cover with Personal Accident riders, as per Company policy.

Kindly note that remuneration is a contract entirely between you and the Company and should therefore be treated as Strictly Confidential

**Sundaram Finance Limited**

**SUTHERNLAND  
OFFER  
LETTERS**



# SUTHERLAND

## PROVISIONAL OFFER LETTER

College Name: Dwaraka Doss Goverdhan Doss Vaishnav College

Date: 07-Mar-2023

Dear Manasa Shanmugam


### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.


We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

  
Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

This is a digitally generated soft copy hence a signature is not required  
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil  
Nadu, PIN 600063

  
4 accept the offer.



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Dwaraka Doss Goverdhan Doss Vaishnav College

**Date:** 07-Mar-2023

**Dear STEPHAN RAJ**

**Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

This is a digitally generated soft copy hence a signature is not required  
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

*I accept the offer*  
*P. S. Agilary*



# SUTHERLAND

## PROVISIONAL OFFER LETTER

**College Name:** Dwaraka Doss Goverdhan Doss Vaishnav College

**Date:** 07-Mar-2023

Dear Harish Parthasarathy Rangarajan

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

This is a digitally generated soft copy hence a signature is not required  
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

*I accept the offers*  
*Harish partha*



# SUTHERLAND

## PROVISIONAL OFFER LETTER

**College Name:** Dwaraka Doss Goverdhan Doss Vaishnav College

**Date:** 07-Mar-2023

Dear Varsha N

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

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- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

This is a digitally generated soft copy hence a signature is not required  
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

Varsha N I accept the offer





# SUTHERLAND

## PROVISIONAL OFFER LETTER

**College Name:** Dwaraka Doss Goverdhan Doss Vaishnav College

**Date:** 07-Mar-2023

Dear Monica Kumar

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063





# SUTHERLAND

## PROVISIONAL OFFER LETTER

**College Name:** Dwaraka Doss Goverdhan Doss Vaishnav College

**Date:** 07-Mar-2023

Dear Rohan M

### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

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- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

This is a digitally generated soft copy hence a signature is not required  
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

**TATA  
ELECTRONICS  
OFFER LETTER**



DG VAISHNAV  
COLLEGE  
Anantakum. Chennai - 609 106

Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

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## Invitation for Campus Recruitment Program -2023 - DG Vaishnav College

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Harshit Sarna <harshit.sarna@tataelectronics.co.in>

Sat, Jan 14, 2023 at 9:49 PM

To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

Cc: Sheetal Poojary <sheetal.poojary@tataelectronics.co.in>, Harini Sridhar <harini.sridhar@tataelectronics.co.in>

Hi,

Please find the selected candidates

1. Preettika S
2. Reethaneesha

Congratulations to both of them!

Looking forward to having them at Tata Electronics!

Thanks and Regards,  
Harshit Sarna

Sent from Outlook for Android

---

**From:** Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

**Sent:** Tuesday, January 10, 2023 5:33:34 PM

**To:** Harshit Sarna <harshit.sarna@tataelectronics.co.in>

**Cc:** Sheetal Poojary <sheetal.poojary@tataelectronics.co.in>; Harini Sridhar <harini.sridhar@tataelectronics.co.in>

[Quoted text hidden]

[Quoted text hidden]



**DG VAISHNAV  
COLLEGE**  
Ahambakkam, Chennai - 600 106

Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

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## Invitation for Campus Recruitment Program -2023 - DG Vaishnav College

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Harshit Sarna <harshit.sarna@tataelectronics.co.in>

Sun, Jan 15, 2023 at 9:52 AM

To: Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

Cc: Sheetal Poojary <sheetal.poojary@tataelectronics.co.in>, Harini Sridhar <harini.sridhar@tataelectronics.co.in>

Hi,

In addition to that, we are also happy to offer **Vishal Saravanan** a full time role.

Congratulations to him as well.

Thank you and Regards,  
Harshit Sarna

Sent from Outlook for Android

---

**From:** Harshit Sarna <harshit.sarna@tataelectronics.co.in>

**Sent:** Saturday, January 14, 2023 9:49:09 PM

**To:** Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

[Quoted text hidden]

[Quoted text hidden]

**TCS**

**BPS**

**OFFER**

**LETTERS**



**Offer: Human Resource**  
**Ref: TCSL/DT20223739197/Chennai**  
**Date: 19/05/2023**

Ms. Adlin Benita M  
No-432/1Chetty Main Road,  
Ayanambakkam,  
Chennai-600095,  
Tamil Nadu.  
Tel# 91-8428248166

Dear Adlin Benita M,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee in Grade Y**.

Your gross salary including all benefits will be **₹5,79,430/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20223739197**

1

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## COMPENSATION AND BENEFITS

### **Basic Salary**

You will be eligible for a basic salary of ₹15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹17,456/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TCS Confidential  
TCSL/DT20223739197

2

### **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nimral Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



**Provisional Offer : BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20223777881/Chennai/BPS/BTN**

**Date:16/03/2023**

Dear Mr. Nithish Vikraman Jm Mohana Sundram,

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

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. 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.

Private and Confidential

TCSL/DT20223777881

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

6<sup>th</sup> Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India

Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>

Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021

Corporate Identification No. (CIN): L22210MH1995PLC084781





Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20223777881/Chennai/BPS/BTN on 20 MAR 2023 (DD/MMM/YYYY).

Signature:

Name: Nithish Vikraman Jm mohana Sun Bram

Date: 20 3 2023



**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20223777881/Chennai/BPS/BTN**  
**Date:16/03/2023**

Dear Mr. Nithish Vikraman Jm Mohana Sundram,

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

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. 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.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20223777881/Chennai/BPS/BTN** on \_\_\_\_\_ (DD/MMM/YYYY).

Signature:

Name:

Date:

**Private and Confidential**  
**TCSL/DT20223777881**

### **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
6<sup>th</sup> Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India  
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com  
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22230MH1995PLC084781



**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20223777881/Chennai/BPS/BTN**  
**Date:16/03/2023**

Dear Mr. Nithish Vikraman Jm Mohana Sundram,

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

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. 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.

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TCSL/DT20223777881

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Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

## ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20223777881/Chennai/BPS/BTN** on \_\_\_\_\_ (DD/MMM/YYYY).

Signature:

Name:

Date:

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TCSL/DT20223777881

### TATA CONSULTANCY SERVICES

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Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC084781



Accepted

**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20223779154/Chennai/BPS/BTN**  
**Date:16/03/2023**

Dear Ms. Vaishnavi S,

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

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. 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.

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TCSL/DT20223779154

**TATA CONSULTANCY SERVICES**

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Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC064781



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Yours Sincerely,

For Tata Consultancy Services Limited.

*Girish V. Nandimath*

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



Click Here or use a QR code scanner from your mobile to validate the offer letter

## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20223779154/Chennai/BPS/BTN on \_\_\_\_\_ (DD/MMM/YYYY).

Signature: *Vaishnavi S*

Name: *Vaishnavi S*

Date:



**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20223780707/Chennai/BPS/BTN**  
**Date:03/04/2023**

Dear Mr. Arun Karthick P,

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

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. 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.

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TCSL/DT20223780707

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Yours Sincerely,

For Tata Consultancy Services Limited.

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



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## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20223780707/Chennai/BPS/BTN on \_\_\_\_\_(DD/MMM/YYYY).

Signature:

Name:

Date:

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TCSL/DT20223780707

### TATA CONSULTANCY SERVICES

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Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC084781



**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20233911764/Chennai/BPS/BTN**  
**Date:16/03/2023**

Dear Mr. Sudarsan L,

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

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. 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.

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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.

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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.

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TCSL/DT20233911764

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

6<sup>th</sup> Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India

Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>

Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 521

Corporate Identification No. (CIN): L32210MH1995PLC094791



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

## ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20233911764/Chennai/BPS/BTN on 23/03/2023 (DD/MMM/YYYY).

Signature:

Name: SUDARSAN. L

Date: 23-03-2023



**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20233812072/Chennai/BPS/BTN**  
**Date:16/03/2023**

Dear Mr. Gokulakrishnan P,

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

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. 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.

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TCSL/DT20233812072

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Yours Sincerely,

For Tata Consultancy Services Limited.

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20233812072/Chennai/BPS/BTN on 18/03/2023 (DD/MMM/YYYY).

Signature: *P. Gokulakrishnan*

Name: *P. GOKULAKRISHNAN*

Date: *18/03/2023*



**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20223801064/Chennai/BPS/BTN**  
**Date:16/03/2023**

Dear Mr. Pawan Kumar B,

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

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. 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.

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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.

Private and Confidential  
TCSL/DT20223801064

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Corporate Identification No. (CIN): L22210MH1995PLC084781

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Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath  
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

## ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20223801064/Chennai/BPS/BTN on 18/03/2023 (DD/MMM/YYYY).

Signature: B. Pawan Kumar

Name: Pawan Kumar B

Date: 18/03/2023



**Offer: Human Resource**  
**Ref: TCSL/DT20223739197/Chennai**  
**Date: 19/05/2023**

Ms. Adlin Benita M  
No-432/1Chetty Main Road,  
Ayanambakkam,  
Chennai-600095,  
Tamil Nadu.  
Tel# 91-8428248166

Dear Adlin Benita M,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee in Grade Y**.

Your gross salary including all benefits will be **₹5,79,430/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20223739197**

1

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





## **COMPENSATION AND BENEFITS**

### **Basic Salary**

You will be eligible for a basic salary of ₹15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹17,456/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20223802117/Chennai/BPS/BTN**  
**Date:16/03/2023**

Dear Ms. Devi V,

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

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. 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.

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**Private and Confidential**  
**TCSL/DT20223802117**

**TATA CONSULTANCY SERVICES**

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Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>  
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

*Girish V. Nandimath*

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20223802117/Chennai/BPS/BTN on 20/03/2023 (DD/MMM/YYYY).

Signature: *v. Devi*

Name: *v. Devi*

Date: *20/3/2023*



**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20223775125/Chennai/BPS/BTN**  
**Date:16/03/2023**

Dear Mr. Gokul Suman,

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

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. 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.

**Private and Confidential**  
**TCSL/DT20223775125**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

6<sup>th</sup> Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India

Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>

Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021

Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

*Girish V. Nandimath*

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

## ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20223775125/Chennai/BPS/BTN on 18.3.23 (DD/MMM/YYYY).

Signature:

*K. Gokul*

Name: K-GOKUL SURJAN

Date: 18.3.23

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TCSL/DT20223775125

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

6<sup>th</sup> Floor III Phase, Spencer Plaza 789, Anna Salai, Chennai - 600 002, India

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**Provisional Offer : BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20223778711/Chennai/BPS/BTN**

**Date:16/03/2023**

Dear Mr. Deva Nathan,

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

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. 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.

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TCSL/DT20223778711

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Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

*Girish V. Nandimath*

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20223778711/Chennai/BPS/BTN** on 22/03/2023 (DD/MMM/YYYY).

Signature: *V. Dey*

Name: *V. Devanathan.*

Date: *22/03/2023*

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

6<sup>th</sup> Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India

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TCS  
HR  
OFFER  
LETTER





**Offer: Human Resource**  
**Ref: TCSL/DT20223738091/Chennai**  
**Date: 19/05/2023**

Ms. Theertha Shree R  
290, Lakshmiammal Street, Ayyavoo Colony, Aminjikai,  
Ayyavoo Colony,  
Chennai-600029,  
Tamilnadu.  
al# 91-9500197163

Dear Theertha Shree R,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee** in Grade Y.

Your gross salary including all benefits will be ₹5,79,430/- per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20223738091**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021



## COMPENSATION AND BENEFITS

### **Basic Salary**

You will be eligible for a basic salary of ₹15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹17,456/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹2,800/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹1,900/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

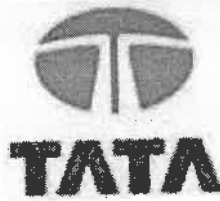
#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and 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.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your



enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

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

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Relevant Experience**

No experience is considered to be relevant to TCSL's business

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
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1800 200 2111 Email: careers@tcs.com



## 2. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

## 3. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

## 4. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you. This confirmation will be communicated to you in writing.

If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any



time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **5. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **6. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **7. Compensation Structure / Salary components**

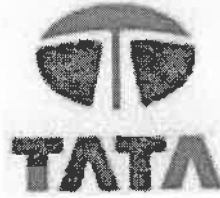
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **8. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



## 10. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces(SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## 12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



#### 14. 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 an associate of TCSL.

#### 15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### 17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL'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 check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### 20. Submission of Documents

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TCSL/DT20223738091

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

1800 300 2111 Email: careers@tcs.com





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

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- 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 Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
  - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## 21. Initial Training Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the 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. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.



## 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 23. Rules and Regulations of the Company

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. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 25. Data Privacy Clause:

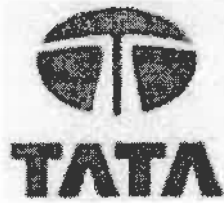
(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited



for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### 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 this 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 discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

- Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xperience Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Theertha Shree R</b>
<b>Designation</b>	<b>Management Trainee</b>
<b>Institute Name</b>	<b>Dg Vaishnav College</b>

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	25,206	3,02,472
<b>2) Performance Pay</b>		
Monthly Performance Pay	2,800	33,600
Quarterly Variable Allowance*	1,900	22,800
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>47,628</b>	<b>5,79,430</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,456	2,09,472
<b>GROSS BOUQUET OF BENEFITS</b>	<b>25,206</b>	<b>3,02,472</b>



**Annexure 2**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badstiah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

### I. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Human Resource**  
**Ref: TCSL/DT20223739197/Chennai**  
**Date: 19/05/2023**

Ms. Adlin Benita M  
No-432/1Chetty Main Road,  
Ayanambakkam,  
Chennai-600095,  
Tamil Nadu.  
Tel# 91-8428248166

Dear Adlin Benita M,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee** in Grade Y.

Your gross salary including all benefits will be **₹5,79,430/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

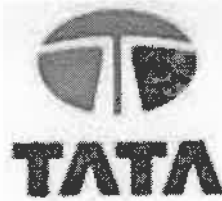
Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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**TCSL/DT20223739197**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
Email: careers@tcs.com



## COMPENSATION AND BENEFITS

### **Basic Salary**

You will be eligible for a basic salary of ₹15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹17,456/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹2,800/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹1,900/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and 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.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

1-800-200-2333 Email: [enquiries@tcs.com](mailto:enquiries@tcs.com)



enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

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

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Relevant Experience**

No experience is considered to be relevant to TCSL's business

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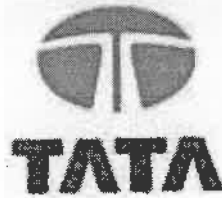
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career Hotline: 1800 200 3333 Email: careers@tcs.com





## 2. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

## 3. Disclaimer

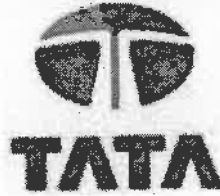
Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

## 4. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you. This confirmation will be communicated to you in writing.

If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any



time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **5. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **6. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **7. Compensation Structure / Salary components**

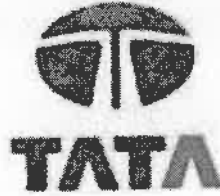
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **8. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



## 10. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces(SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

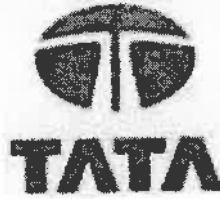
## 12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



#### 14. 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 an associate of TCSL.

#### 15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### 17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL'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 check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### 20. Submission of Documents

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www.tcs.com Email: careers@tcs.com



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

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- 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 Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
  - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## 21. Initial Training Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the 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. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.



## 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 23. Rules and Regulations of the Company

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. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited



**Offer: Human Resource**  
**Ref: TCSL/DT20223737385/Chennai**  
**Date: 19/05/2023**

Ms. Shruthi S  
110/342nd Street, Bharathi Puram,  
Shenoy Nagar,  
Chennai-600030,  
Tamil Nadu.  
Tel# -

Dear Shruthi S,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee** in Grade **Y**.

Your gross salary including all benefits will be **₹5,79,430/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20223737385**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Counselling: 1800 300 3111 Email: careers@tcs.com



## **COMPENSATION AND BENEFITS**

### **Basic Salary**

You will be eligible for a basic salary of ₹15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹17,456/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹2,800/-. This payout is subject to review basis your own ongoing individual performance.

### **Performance Bonus**

Your Performance Bonus will be ₹1,900/- per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and 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.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your

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TCSL/DT20223738091

3

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021



enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

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

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Relevant Experience**

No experience is considered to be relevant to TCSL's business

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**TCSL/DT20223738091**

**TATA CONSULTANCY SERVICES**

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415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021



## 2. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

## 3. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

## 4. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you. This confirmation will be communicated to you in writing.

If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any



time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **5. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **6. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **7. Compensation Structure / Salary components**

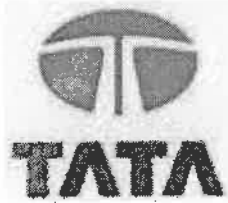
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **8. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **9. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



## 10. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces(SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## 12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

**NEST SCHOOL  
OFFER LETTER**



Offer Number :- JOS0045

Dated: 27/04/2023

## Letter of OFFER

To  
Ms. Vaishnavi.P,  
Chennai.

Dear Ms. Vaishnavi.P,

Sub :- Offer Letter – Reg

Ref :- Discussion on 10/04/2023

We wish to extend our heartfelt CONGRATULATIONS on your offer from us. We are extremely excited to have you part of our organization and look forward to you joining us. We are confident that together we will re-Imagine and personalize education for children.

The broad terms of the OFFER are indicated below

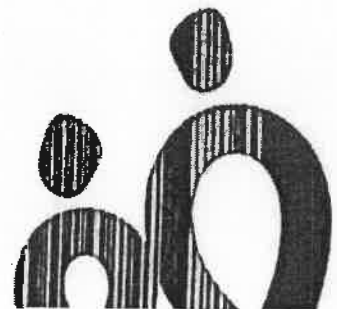
- We are pleased to extend our offer for the position of **Facilitator Trainee**
- The location of your work will be In Chennai – Kodambakkam Campus
- The employment will be subject to a probationary period of 1 year beginning on your joining date / date mentioned in the Joining report
- The monthly/annual employment CTC has been discussed during your visit to our campus for the HR Round.
  - Details of the same will be provided in the Appointment order
- All employees shall be reviewed on their performance after completing the first 6 months of the job.
- You will be reporting to the respective **Coordinator**
- As mutually agreed and discussed, your date of joining will be **June 19<sup>th</sup> 2023**
- The notice period for your role will be a minimum 2 months. This notice period is not subject to negotiations and discussions and if FIRM.
- Roles are indicated in Annexure 1
- Please provide the consent for background verification/medical fitness if not already provided.
- Detailed terms, conditions, rules and regulations will be indicated in the appointment order
- 
- These terms of OFFER will be subject to execution of the HR Manual and COC of The NEST School and the terms indicated in the document will be binding for this offer.

An IB PYP Candidate School  
Pre-KG to Grade 12

The NEST School

363, Arcot Road (NSK Side), Kodambakkam,  
Chennai 600 024, Tamil Nadu, India | www.thenest.school

P 044 4806 7450 | 044 2473 2504 | M 994-010 6378 | 994-010-6358 | E administrator@thenest.school





In order to ensure a safe learning environment, The NEST School has a **ZERO tolerance policy for Harassment** (Physical, Verbal, Mental etc), Physical / verbal disciplining of any nature against any member of our learning community. We will only resort to Counselling as a means for addressing the same. Violation will be immediately acted upon as per applicable government regulations. The NEST School prides itself in strict enforcement of the POCSO, POSH and other applicable acts. It is important to ensure that all documents as required as adhered. Classroom delivery and content should be approved by Coordinators and should be in compliance with The NEST School curriculum and perspectives.

You are requested to bring the below mentioned documents at the time of joining, this would facilitate smooth completion of the joining formalities.

- 4 Recent passport size photographs
- Copy of PAN Card & Aadhar Card
- Proof of age
- Service certificate and relieving certificates of previous employers
- Copy of your degree/diploma certificate and final mark sheet and all work experience records – Self Attested – Originals required for verification during handover.

The above offer of employment is valid for a period of **FIVE** days from the date of issuance after which it will deem to be automatically withdrawn. Kindly sign a copy of this letter in acceptance of this offer with date and return the same for our records. This offer letter is subject to clearance of the following if not already completed: -

- Background verification & Medical Fitness certification/undertaking
- Copies of all certificates as indicated in your CV
- Execution of the HR Manual & COC of The NEST School

The following are the brief steps involved: -

1. Extension of Offer Letter
2. Sign and return of Offer Letter
3. Joining Report
4. Appointment Order on the date of Joining.

An IB PYP Candidate School  
Pre-KG to Grade 12

The NEST School

363, Arcot Road (NSK Salai), Kodambakkam,  
Chennai 600 024, Tamil Nadu, India | [www.thenest.school](http://www.thenest.school)

P 044 4806 7450 | 044 2473 2504 | M 994-010 6378 | 994-010-6358 | E [administrator@thenest.school](mailto:administrator@thenest.school)







In order to ensure a seamless transition for you from your current profile into being a facilitator in a classroom we would require you to do a comprehensive study by yourself in the topics provided in Annexure 2. Your learning in these topics will be tested during your joining. You will also be required to undergo a comprehensive training program for a month and hence the prior learning by you is important. It is of absolute importance that you spend considerable time on the topics listed.

We look forward to you joining our organization and mutually beneficial association.

For The NEST School

Authorized Signatory

Signature for Offer Acceptance

An IB PYP Candidate School  
Pre-KG to Grade 12

The NEST School

363, Arcot Road (NSK Salai), Kodambakkam,  
Chennai 600 024, Tamil Nadu, India | [www.thenest.school](http://www.thenest.school)

P 044 4806 7450 | 044 2473 2504 | M 994-010 6378 | 994-010-6358 | E [administrator@thenest.school](mailto:administrator@thenest.school)

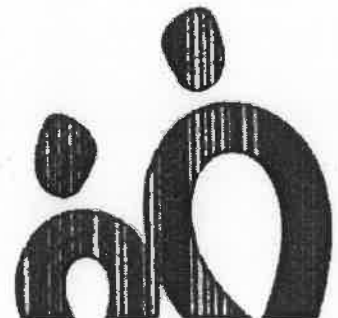


### Annexure 1 – Roles

Designation :- Facilitator Trainee  
Reporting :- Coordinator

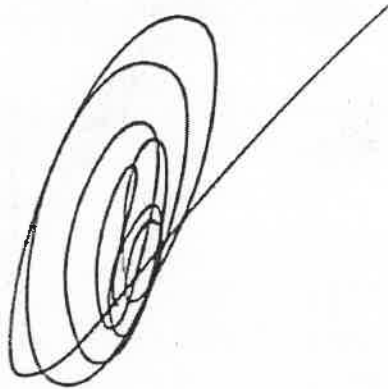
The roles are indicated below. This is not an exhaustive list. This is also subject to changes as required by the organization. A comprehensive discussion of the roles and responsibilities will be carried out after joining us.

- Design, plan and facilitate high quality units to suit the individual needs of all students in line with the curriculum.
- Create challenging and engaging learning opportunities for all students
- Collaborate with other teachers to share new ideas, approaches and professional knowledge
- Contribute to the extra-curricular activities programme and participate in school activities such as assemblies, activities and conferences
- Complete all the required documentation on time as part of the job
- Observe and evaluate student's performance and development
- Constantly observe students on their performance inside and outside the class and provide feedback for them to feedforward
- Prepare the classroom to reflect the unit of inquiry
- Use appropriate formative and summative assessments to plan for the differing needs of learners in the class
- Recognize and support diversity among individuals and groups
- Appreciate, encourage and practice curiosity, questioning/inquiry and creativity in the classroom
- Be open-minded to new ideas and approach unfamiliarity with an attitude of 'why not'
- Participate in all the professional development requirements
- Facilitate learners to be independent and encourage their voice in the classroom
- Scaffold language development for all students
- Mindfully inculcate personal and social wellness for all students
- Work in collaboration with parents and the PYP Coordinator to devise Individual Education Plan, where necessary, for students
- Use differentiated instructions and cater to the learning needs of all members of the learning community
- Uphold the school's code of conduct, guidelines laid out in various policy documents in a supportive manner
- Ensure all members of the learning community are treated with respect at all times



**Annexure 2 – Self Learning Prior to TRAINING**

- **IT Skills**
  - Google Drive
  - Google Sheets / Documents / Slides
  - Microsoft tools
  - Powtoon / Canva / Scratch etc
  - Email
- **IB**
  - Understanding the Primary Years Program (PYP program)
  - Resources – IBO Website / YouTube Links
- **Grade 1 to 5**
  - Math / English / Science – CAIE (Cambridge Curriculum)
- **Innovative Classroom Management**
  - YouTube / Online Searches
- **Best International pedagogies for effective learning in early years**
  - YouTube / Online Searches



**TMB  
OFFER  
LETTER**



DG VAISHNAV  
COLLEGE  
Arumbakkam, Chennai - 600 106

Placement Cell DG Vaishnav <placement@dgvaishnavcollege.edu.in>

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## Selected candidates through Campus Recruitment 2023-24.

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careers@tmbank.in <careers@tmbank.in>  
To: placement@dgvaishnavcollege.edu.in

Wed, Jun 28, 2023 at 4:31 PM

28/06/2023

To  
The Principal

Dear Sir / Madam

We are pleased to inform you that the attached candidates have been selected for employment through our recent campus recruitment 2023-24 for the post of Probationary Clerk for the year 2023-24.

The detailed Provisional Offer letter will be shared to the candidates' individual email ID shortly.

We appreciate your support in facilitating this successful recruitment process.

Regards

General Manager  
HRD Department  
Tamilnad Mercantile Bank Ltd.,

For clarification please contact  
Mr.T.Elango (Mobile: 91500 38842)

*This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. You cannot use or forward any attachments in the email. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. Tamilnad Mercantile Bank Ltd., does not accept any liability for any damages caused on account of this e-mail.*

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 DG Vaishnav Clerk 2023-24.pdf  
4K

**Tamilnad Mercantile Bank Ltd.,**  
**Recruitment of Probationary Clerks 2023-24 (Selected list)**

College Name	S.No	Int No	Student Name	Co
Dwaraka Doss Goverdhan Doss Vaishnav College	1	CHE-01	Karthegayan. G	M.Sc.,
Dwaraka Doss Goverdhan Doss Vaishnav College	2	CHE-06	Dhanoosh. K	M.Sc.,
Dwaraka Doss Goverdhan Doss Vaishnav College	3	CHE-20	Kavitha	M.Com.,

**TRIMBLE  
OFFER  
LETTERS**

**13 March 2023**Dear **P Lekhith Krishna**

We are pleased to inform you that we are making you a conditional offer of employment as a **Associate TechOps Engineer** with Trimble Information Technologies Limited, India. This conditional offer of appointment is based on the bonafide certificate submitted by you as received from your current institution.

Your employment is subject to the successful completion of your degree without any backlogs on or before 30<sup>th</sup> June 2023.

For Trimble Information Technologies India Pvt Ltd

**PRAVEENA**  
**KAMALANATHA**  
**N**

Digitally signed by  
**PRAVEENA**  
**KAMALANATHAN**  
Date: 2023.03.13 14:55:30  
+05'30'

Authorized Signatory

I have fully read, understood the content, and hereby agree to abide by the same.



---

**P Lekhith Krishna**

---

**CIN: U72300TN1999PTC043647****Registered Office:** Lakshmi Tech Park - No.5/639, Old Mahabalipuram Road, Kandanchavadi, Perungudi, Chennai, India – 600096

Tel: +91 44 2254 1941 / 43 / 61 / 63 - Fax: +91 44 2254 1942 - www.trimble.com

**Branch Offices:** Shree Sawan Knowledge Park, 4th floor, D 507, TTC Industrial Area, M.I.D.C., Turbhe, Navi Mumbai 400 705, India Tel: +91 22 61387777Vikram Monarch, CTS No. 1115-A/1, 10<sup>th</sup> floor, GaneshKhind Road, Shivajinagar, Pune - 411 016, India Tel: +91 20 4917 49001<sup>st</sup> Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 23348088



**Date: 13 March 2023**

To,  
**P Lekhith Krishna**  
43 Vaidhyanthan Mudali Street,  
Sowcarpet, Chennai - 600001.

Dear **P Lekhith Krishna**,

Welcome to Trimble Family!!

Trimble is a great place to work!!! We take pride in our culture. We are confident that you will find meaning and associate with our organization, our values and work ethics. We look forward to your successful integration with us and a rewarding career with Trimble.

1. With reference to your application and your subsequent interview with us, we **Trimble Information Technologies India Pvt Ltd** are pleased to offer you the position of **Associate TechOps Engineer** subject to the terms and conditions set out in Annexure - A hereunder. You will receive emoluments and perquisites as mentioned in Annexure - C, which also specifies your detailed salary break up.
2. This Offer is subject to verification process conducted by Trimble India. If at any time, it is found that any of information provided by you is false, or any of the documents provided by you are not genuine, then the Offer becomes invalid and void ab initio.
3. You are required to join the services of Trimble India, on or before from **Monday, July 3, 2023**
4. At the time of joining, you are required to furnish the documents mentioned in Annexure - B
5. This Offer Letter, along with the Annexures & Addendum contained herein, are issued in duplicate. Kindly submit one copy of this Letter along with Annexures & Addendum duly signed by you as token of your acceptance of the same, by **16 March 2023** either as a physical copy or soft copy electronically. (In case you are providing the duly signed copy electronically, the original hard copy needs to be provided on the date of joining). If this Letter is not signed and returned to Trimble India as stated above, this offer shall be considered null and void.

We wish you good luck in your career with us and look forward to mutually beneficial association.

For **Trimble Information Technologies India Pvt Ltd**

PRAVEENA  
KAMALANATHAN

Digitally signed by PRAVEENA  
KAMALANATHAN  
Date: 2023.03.13 14:56:16  
+05'30'

Authorized Signatory

I have fully read, understood the content, and hereby agree to abide by the same.



**P Lekhith Krishna**

**CIN: U72300TN1999PTC043647**

**Registered Office:** Lakshmi Tech Park - No.5/639, Old Mahabalipuram Road, Kandanchavadi, Perungudi, Chennai, India - 600096  
Tel: +91 44 2254 1941 / 43 / 61 / 63 - Fax: +91 44 2254 1942 - www.trimble.com

**Branch Offices:** Shree Sawan Knowledge Park, 4th floor, D 507, TTC Industrial Area, M.I.D.C., Turbhe, Navi Mumbai 400 705, India Tel: +91 22 61387777  
Vikram Monarch, CTS No. 1115-A/1, 10<sup>th</sup> floor, GaneshKhind Road, Shivajinagar, Pune - 411 016, India Tel: +91 20 4917 4900  
1<sup>st</sup> Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 23348088

**Annexure - A****Terms and Conditions of Employment**

This Terms and Conditions of Employment sets out the terms of your employment with Trimble India.

**1. Designation and Place of Work:**

- 1.1. You will be employed in the position of **Associate TechOps Engineer, Trimble Chennai**. Your initial duties and responsibilities will be briefed to you by your supervisor or a designated person by the company and also may have reference in the new employee orientation program.
- 1.2. Your principal place of work as on the Effective Date shall be at **Chennai**, or at such other place as may be designated by the Company. You may be transferred, at the sole and absolute discretion of the Company, to any place in India or outside India, on terms and conditions not less favourable than those contained herein. You may be required to travel both inside and outside India on the business of the Company in the due performance of your duties, from time to time. The Company may also depute you to any work or assign you to any client, affiliate or associate company, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You will at all times need to keep your passport valid and current.

**2. Compensation**

- 2.1. Your Annual Total Base Pay will be **Rs.4,54,000** Per Annum (which is explained in Annexure C), payable according to local payroll practices, subject to any deduction, including without limitation the usual deductions for taxation and other statutory deductions as required by the law.
- 2.2. Any tax liability arising out of your compensation/ salary shall be borne by you and it will be as per Income Tax Act and statutory rules, as applicable. All payments by the Company to you, shall be made after deduction of taxes, as applicable under the law.

**3. Confidentiality of salary information:**

- 3.1. The salary package offered to you is specific and personal to you. Any comparison of the same with the salary packages of other employees is discouraged.
- 3.2. You are required to strictly maintain the secrecy of and ensure that you don't divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the company, except authorized authorities.
- 3.3. In a similar way, when deputed to work / interact at the client site, you are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

**4. Company Policies:**

- 4.1. You agree that you will at all times faithfully, industriously, and to the best of your skill, ability, experience and talents, perform all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with the terms contained herein, all company policies, procedures, rules and regulations, both written and oral, as are announced by the Company, from time to time.

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1<sup>st</sup> Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 23348088

*P. Lakshmi*

- 4.2. It is also understood and agreed to by you that your assignment, duties and responsibilities and reporting arrangements may be changed by the Company, in its sole discretion, with or without causing termination of your employment.
- 4.3. Your attention is also drawn to the Company Policies and Procedures manual (collectively referred to as the "Company Policies") which describe in more detail, various other employment practices, such as claiming and payment of business expenses, and policies such as those on Leave & Holidays, Sexual Harassment, Use of Technology and Health and Safety, Global Code of Conduct which can be accessed at the Company Intranet. The Company reserves the right to review, modify or amend the Company Policies as and when required, at its sole discretion and the same shall be updated in the Intranet. Such modifications and amendments are also deemed to be part of these terms.
- 4.4. On accepting the terms contained herein and joining the services of the Company, you acknowledge that you would read through carefully and understood all the Company Policies contained on the intranet, your duties and responsibilities vis-à-vis such policies, the various steps and disciplinary actions that the Company can take/implement in order to ensure compliance with its Policies. You hereby agree to adhere to and comply with such Company Policies at all times during the term of your employment and thereafter if you are required to.
- 5. Non-Compete & Non-Solicitation Obligations:**
- 5.1. In view of the position to be held by you in the Company, and the fact that you would be exposed to confidential and proprietary information of the Company during the course of your employment, you hereby undertake to abide by the following:
- 5.1.1. In the event of termination of your employment with the Company for any reason whatsoever, you shall, for a period of 12 months from the date of termination, be obliged not to engage yourself, directly or indirectly in any manner whatsoever in any Business or Firm or Company which constitutes a competition to the Company's business;
- 5.1.2. During the employment with the Company and for a period of 12 months thereafter, you shall not, without the Company's express written consent, either on the your behalf or on behalf of another (a) contact or deal with employees or ex-employees of the Company and or its associated companies, for the purpose of hiring them; (b) hire employees or ex-employees of the Company and/ or its associated companies; or (c) solicit the business of any client, customer or licensee of the Company and / or the associated companies.
- 5.1.3. The Clauses 5.1.1 and 5.1.2 shall survive the termination of employment. You hereby acknowledge that the provisions of these clauses are reasonable and necessary measures designed to protect the proprietary and Confidential Information of the Company.
- 6. Data Protection:**
- 6.1. You consent to the Company holding and processing, both electronically and manually, the data it collects in relation to you, in the course of your employment, for the purpose of the Company's administration and management of its employees, its business and for compliance with applicable procedures, laws and regulations. You also consent to the transfer, storage and processing by the Company of such data outside India, where the Company may have its offices or that of its affiliates or group companies, and to the sharing of such data with prospective buyers, clients, acquirers and partners of the Company's business.

*P. Jeyaraj*

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1<sup>st</sup> Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 23348088

**7. Indemnification:**

- 7.1. You undertake to keep the Company fully indemnified in respect of any breach or violation of the Non-Disclosure, Non-Use, Non-Compete and Confidentiality obligations by you. You understand that if you breach / violate in any manner, any terms and conditions herein, the Company shall suffer irreparable loss, harm and injury and monetary damages alone shall not be the adequate relief. Company, therefore, shall be fully entitled to obtain injunctive relief including similar other relief against you.

**8. Termination of Employment:**

- 8.1. Notice of termination: Each party agrees to provide the other Party with **two months** prior written notice for termination of employment or payment of two months' salary (Total Base Pay) in lieu of notice of termination. Notwithstanding the above, in the event that you desire to terminate your employment with the Company, the Company shall have the sole discretion to relieve you only after the completion of a Company assignment, where the same has not yet been completed by you.
- 8.2. You hereby agree that the Company is entitled to terminate your employment, at any time without notice or payment in lieu of notice if such termination arises as the result of your misconduct, negligence and/or breach of any express or implied term of your employment including the Company Policies and/or Global Code of Conduct as available on Intranet. Notwithstanding other provisions contained herein, the procedures for termination of employment and any associated payment settlement will be subject to managements' sole discretion.
- 8.3. Upon the termination or cessation of your employment with the Company for any cause whatsoever, you shall immediately deliver up to the Company or its authorized representative, any property or documents of the Company which may be in your possession, custody or under your control, including, without limitation, mobile phone, laptop, memoranda, correspondence, notes, records, reports, sketches, plans, letter heads, visiting cards or other documents and any copies or reproductions thereof in any medium whatsoever, and all other confidential information, whether or not the property was originally supplied to you by the Company. If so requested, you shall provide to the Company a signed statement confirming that you have fully complied with this Clause.
- 8.4. Without prejudice to any other right available under law, the Company reserves the right to make reasonable deductions from your full and final salary payment or any other amount due to you, in the event you fail to return all the property of the Company which is in your possession, or return it in a damaged state, other than due to normal wear and tear.
- 8.5. **DUAL EMPLOYMENT:** You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

**9. Retirement:**

Retirement age for all the Trimble employees in India will be 58 years.

*P. dekinis*

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**Annexure – B*****Documents to be submitted within three days of offer acceptance***

- a. Copy of educational certificates (SSLC, HSC, Graduation & Post Graduation);
- b. Copy of appointment letter/relieving letter from your last 3 employers;
- c. True copy of your last 2 months' pay slip;
- d. 6 copies of color passport size photographs;
- e. Copy of all pages of your passport;
- f. Copy of your Pan Card & Aadhaar Card;
- g. Identity Proof (Copy of Driving license/Voter's ID);
- h. Proof of residence (both permanent and present address);
- i. Employment Data Form, if not submitted earlier;
- j. Signed Trimble Policy Documents (enclosed with this offer);

P. Lakshmi MS

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## Annexure – C

## Compensation Break-up/CTC

Name: P Lekhith Krishna

Date: 13 March 2023

Particulars	Compensation	Compensation
	Per Month (In Rs.)	Per Annum (In Rs.)
Basic Salary	13242	158900
HRA	6621	79450
Flexible Benefit Basket	16171	194050
<b>A. Gross Salary (Rs.)</b>	<b>36033</b>	<b>432400</b>
Provident Fund		
<b>B. Company's Contribution (Rs.)</b>	<b>1800</b>	<b>21600</b>
<b>Total Base Pay (Rs.) - A+B</b>	<b>37833</b>	<b>454000</b>
<b>C. Other Benefits</b>		<b>Benefits Value</b>
Medical Insurance for family		850000
Personal Accident Insurance		1500000
Term Life Insurance		1500000
Gratuity	**	** As per Gratuity Act, 1972



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**Addendum****Non-Disclosure Agreement**

During the period of employment you may be exposed to various Confidential Information of the Company and its subsidiaries, holding company, affiliates, etc. ("Associated Companies"). "Confidential Information" for the purpose of this clause shall include without limitation (i) all information, documents, data, software, lists, client letters, design, pattern and correspondence etc., in any form (physical, oral, electronic, etc.), that belong to the Company and / or Associated Companies; (ii) details of the Company's and / or Associated Companies', internal practices etc., that are not available in the public domain; (iii) identities and details of the Company and / or Associated Companies or their clients and their work details; (iv) any information of any client of the Company and / or Associated Companies, whether privileged information or not; (v) trade secrets, know how, other intellectual property rights of the Company and / or Associated Companies, and (vi) any other Confidential Information disclosed by the Company and / or Associated Companies to you, whether marked as confidential or not

You are fully aware that it is a matter of paramount importance on your part that the above Confidential Information should not be in any manner disclosed, misused, or passed on to any third party by you, directly or indirectly, and accordingly you fully commit yourself to this non-disclosure and non-use obligation in respect of the Confidential Information.

You should inform the management of the Company before enrolling yourself for any examination or course of study. You will not divulge orally or in writing any Confidential Information that comes to your knowledge during the course of your service in the Company to any of the outside agencies. You shall not disclose any of the trade secrets, proprietary information or any other Confidential Information to any of the external parties against you.

All the research done and data generated, including that of the client database of the Company is the sole property of the Company. Unauthorized storing, copying, deleting or transmitting (in hard/soft or any other means) of any Confidential information will be in breach of contract, is a serious legal offense and strictly prohibited. This will lead to immediate termination without any notice. All losses on such offenses will have to be fully compensated in monetary terms.

You are not allowed to carry the research/official document, workbook or any document containing Confidential Information in any media or any form outside the office premises without written permission of the authorized person, failing which strict disciplinary action will be taken.

You agree, confirm and undertake that you shall not otherwise derive any benefit of whatsoever nature out of the Confidential Information and the Confidential Information shall be used by you only to perform the duties assigned to you by the Company. Even to the other constituents and employees of the Company the Confidential Information shall be disclosed only on need-to-know basis and to the extent absolutely necessary.

At the end of your employment with the Company, you shall handover all the data, information, files, documents, pattern and designs etc., pertaining to the Company which are in your possession without keeping any copy, replica, duplicate in any manner or any form.

If any disclosure of the Confidential Information to governmental, judicial, statutory, regulatory or other authorities is required, you shall provide a prior written notice to the Company of such requirement, unless the applicable law does not permit such notice.

**Assignment of Inventions:**

You will disclose to the Company, forthwith, any discovery, invention, process or improvement made or discovered by you while our service, and such discovery, invention, process or improvement shall belong absolutely to and by the sole and absolute property of Company, you shall at the Company's expense, take out or apply for Letters of Patent, Licenses, or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company, and you will execute and do all instruments, acts, deeds and things, which may be required by the Company, for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favour or in favour of such other person or persons, firms, or companies, as we may direct as the sole beneficiary thereof.

If during the course of your duties you make any discovery or invention or secret process or improvement in procedure or make any literary or artistic work or computer program relevant to, or capable of use in, the business of the Company then you must disclose all facts and details to the Company as it may require, and such discovery, invention, secret process, or improvement in procedure, literary or artistic work or computer program and all intellectual property rights relating thereto, shall belong to and be the absolute property of, the Company. At the request and expense of the Company, you shall give and supply all such information, data, drawings and assistance as may be necessary or in the opinion of the Company desirable to enable the Company to exploit the intellectual property to the best advantage (as decided by the company). You shall execute all documents and do all things which may, in the opinion of the Company, be necessary or desirable for obtaining patent or other protection for the intellectual property and for vesting the same in the Company, as the Company may direct. You also agree to execute any additional documents, subsequent to your employment with the Company, as may be necessary for the Company to perfect its title in the intellectual property.

For a period of six (6) months after termination of your employment with the Company, you shall promptly disclose to the Company fully and in writing all Inventions authored, conceived or reduced to practice by you, either alone or jointly with others. In addition, you hereby undertake to promptly disclose to the Company all patent or copyright applications filed by you or on your behalf within one (1) year after termination employment.

**CIN: U72300TN1999PTC043647**

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1<sup>st</sup> Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 23348088

*P. deekis*

**13 March 2023**Dear **Vignesh Pandiyan**

We are pleased to inform you that we are making you a conditional offer of employment as a **Associate TechOps Engineer** with Trimble Information Technologies Limited, India. This conditional offer of appointment is based on the bonafide certificate submitted by you as received from your current institution.

Your employment is subject to the successful completion of your degree without any backlogs on or before 30<sup>th</sup> June 2023.

**For Trimble Information Technologies India Pvt Ltd**

PRAVEENA  
KAMALANATHA  
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Digitally signed by  
PRAVEENA  
KAMALANATHAN  
Date: 2023.03.13 14:58:56  
+05'30'

Authorized Signatory

I have fully read, understood the content, and hereby agree to abide by the same.

**Vignesh Pandiyan****CIN: U72300TN1999PTC043647****Registered Office:** Lakshmi Tech Park - No.5/639, Old Mahabalipuram Road, Kandanchavadi, Perungudi, Chennai, India – 600096

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**Date: 13 March 2023**

To,  
**Vignesh Pandiyan**  
239/1, Rohini flats, Anna Nagar west,  
Chennai - 600101.

Dear **Vignesh Pandiyan**,

Welcome to Trimble Family!!

Trimble is a great place to work!!! We take pride in our culture. We are confident that you will find meaning and associate with our organization, our values and work ethics. We look forward to your successful integration with us and a rewarding career with Trimble.

1. With reference to your application and your subsequent interview with us, we **Trimble Information Technologies India Pvt Ltd** are pleased to offer you the position of **Associate TechOps Engineer** subject to the terms and conditions set out in Annexure - A hereunder. You will receive emoluments and perquisites as mentioned in Annexure - C, which also specifies your detailed salary break up.
2. This Offer is subject to verification process conducted by Trimble India. If at any time, it is found that any of information provided by you is false, or any of the documents provided by you are not genuine, then the Offer becomes invalid and void ab initio.
3. You are required to join the services of Trimble India, on or before from **Monday, July 3, 2023**
4. At the time of joining, you are required to furnish the documents mentioned in Annexure - B
5. This Offer Letter, along with the Annexures & Addendum contained herein, are issued in duplicate. Kindly submit one copy of this Letter along with Annexures & Addendum duly signed by you as token of your acceptance of the same, by **16 March 2023** either as a physical copy or soft copy electronically. (In case you are providing the duly signed copy electronically, the original hard copy needs to be provided on the date of joining). If this Letter is not signed and returned to Trimble India as stated above, this offer shall be considered null and void.


We wish you good luck in your career with us and look forward to mutually beneficial association.

For **Trimble Information Technologies India Pvt Ltd**

PRAVEENA  
KAMALANATHAN  
Digitally signed by PRAVEENA  
KAMALANATHAN  
Date: 2023.03.13 14:59:31  
+05'30'

Authorized Signatory

I have fully read, understood the content, and hereby agree to abide by the same.



**Vignesh Pandiyan**

**CIN: U72300TN1999PTC043647**

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**1. Designation and Place of Work:**

- 1.1. You will be employed in the position of **Associate TechOps Engineer, Trimble Chennai**. Your initial duties and responsibilities will be briefed to you by your supervisor or a designated person by the company and also may have reference in the new employee orientation program.
- 1.2. Your principal place of work as on the Effective Date shall be at **Chennai**, or at such other place as may be designated by the Company. You may be transferred, at the sole and absolute discretion of the Company, to any place in India or outside India, on terms and conditions not less favourable than those contained herein. You may be required to travel both inside and outside India on the business of the Company in the due performance of your duties, from time to time. The Company may also depute you to any work or assign you to any client, affiliate or associate company, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You will at all times need to keep your passport valid and current.

**2. Compensation**

- 2.1. Your Annual Total Base Pay will be **Rs.4,54,000 Per Annum** (which is explained in Annexure C), payable according to local payroll practices, subject to any deduction, including without limitation the usual deductions for taxation and other statutory deductions as required by the law.
- 2.2 Any tax liability arising out of your compensation/ salary shall be borne by you and it will be as per Income Tax Act and statutory rules, as applicable. All payments by the Company to you, shall be made after deduction of taxes, as applicable under the law.

**3. Confidentiality of salary information:**

- 3.1. The salary package offered to you is specific and personal to you. Any comparison of the same with the salary packages of other employees is discouraged.
- 3.2. You are required to strictly maintain the secrecy of and ensure that you don't divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the company, except authorized authorities.
- 3.3. In a similar way, when deputed to work / interact at the client site, you are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

**4. Company Policies:**

- 4.1. You agree that you will at all times faithfully, industriously, and to the best of your skill, ability, experience and talents, perform all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with the terms contained herein, all company policies, procedures, rules and regulations, both written and oral, as are announced by the Company, from time to time.

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- 4.2. It is also understood and agreed to by you that your assignment, duties and responsibilities and reporting arrangements may be changed by the Company, in its sole discretion, with or without causing termination of your employment.
- 4.3. Your attention is also drawn to the Company Policies and Procedures manual (collectively referred to as the "Company Policies") which describe in more detail, various other employment practices, such as claiming and payment of business expenses, and policies such as those on Leave & Holidays, Sexual Harassment, Use of Technology and Health and Safety, Global Code of Conduct which can be accessed at the Company Intranet. The Company reserves the right to review, modify or amend the Company Policies as and when required, at its sole discretion and the same shall be updated in the Intranet. Such modifications and amendments are also deemed to be part of these terms.
- 4.4. On accepting the terms contained herein and joining the services of the Company, you acknowledge that you would read through carefully and understood all the Company Policies contained on the intranet, your duties and responsibilities vis-à-vis such policies, the various steps and disciplinary actions that the Company can take/implement in order to ensure compliance with its Policies. You hereby agree to adhere to and comply with such Company Policies at all times during the term of your employment and thereafter if you are required to.

#### **5. Non-Compete & Non-Solicitation Obligations:**

- 5.1. In view of the position to be held by you in the Company, and the fact that you would be exposed to confidential and proprietary information of the Company during the course of your employment, you hereby undertake to abide by the following:
  - 5.1.1. In the event of termination of your employment with the Company for any reason whatsoever, you shall, for a period of 12 months from the date of termination, be obliged not to engage yourself, directly or indirectly in any manner whatsoever in any Business or Firm or Company which constitutes a competition to the Company's business;
  - 5.1.2. During the employment with the Company and for a period of 12 months thereafter, you shall not, without the Company's express written consent, either on the your behalf or on behalf of another (a) contact or deal with employees or ex-employees of the Company and or its associated companies, for the purpose of hiring them; (b) hire employees or ex-employees of the Company and/ or its associated companies; or (c) solicit the business of any client, customer or licensee of the Company and / or the associated companies.
  - 5.1.3. The Clauses 5.1.1 and 5.1.2 shall survive the termination of employment. You hereby acknowledge that the provisions of these clauses are reasonable and necessary measures designed to protect the proprietary and Confidential Information of the Company.

#### **6. Data Protection:**

- 6.1. You consent to the Company holding and processing, both electronically and manually, the data it collects in relation to you, in the course of your employment, for the purpose of the Company's administration and management of its employees, its business and for compliance with applicable procedures, laws and regulations. You also consent to the transfer, storage and processing by the Company of such data outside India, where the Company may have its offices or that of its affiliates or group companies, and to the sharing of such data with prospective buyers, clients, acquirers and partners of the Company's business.

**CIN: U72300TN1999PTC043647**

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1<sup>st</sup> Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 23348088

**7. Indemnification:**

- 7.1. You undertake to keep the Company fully indemnified in respect of any breach or violation of the Non-Disclosure, Non-Use, Non-Compete and Confidentiality obligations by you. You understand that if you breach / violate in any manner, any terms and conditions herein, the Company shall suffer irreparable loss, harm and injury and monetary damages alone shall not be the adequate relief. Company, therefore, shall be fully entitled to obtain injunctive relief including similar other relief against you.

**8. Termination of Employment:**

- 8.1. Notice of termination: Each party agrees to provide the other Party with **two months** prior written notice for termination of employment or payment of two months' salary (Total Base Pay) in lieu of notice of termination. Notwithstanding the above, in the event that you desire to terminate your employment with the Company, the Company shall have the sole discretion to relieve you only after the completion of a Company assignment, where the same has not yet been completed by you.
- 8.2. You hereby agree that the Company is entitled to terminate your employment, at any time without notice or payment in lieu of notice if such termination arises as the result of your misconduct, negligence and/or breach of any express or implied term of your employment including the Company Policies and/or Global Code of Conduct as available on Intranet. Notwithstanding other provisions contained herein, the procedures for termination of employment and any associated payment settlement will be subject to managements' sole discretion.
- 8.3. Upon the termination or cessation of your employment with the Company for any cause whatsoever, you shall immediately deliver up to the Company or its authorized representative, any property or documents of the Company which may be in your possession, custody or under your control, including, without limitation, mobile phone, laptop, memoranda, correspondence, notes, records, reports, sketches, plans, letter heads, visiting cards or other documents and any copies or reproductions thereof in any medium whatsoever, and all other confidential information, whether or not the property was originally supplied to you by the Company. If so requested, you shall provide to the Company a signed statement confirming that you have fully complied with this Clause.
- 8.4. Without prejudice to any other right available under law, the Company reserves the right to make reasonable deductions from your full and final salary payment or any other amount due to you, in the event you fail to return all the property of the Company which is in your possession, or return it in a damaged state, other than due to normal wear and tear.
- 8.5. **DUAL EMPLOYMENT:** You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

**9. Retirement:**

Retirement age for all the Trimble employees in India will be 58 years.

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**Annexure – B*****Documents to be submitted within three days of offer acceptance***

- a. Copy of educational certificates (SSLC, HSC, Graduation & Post Graduation);
- b. Copy of appointment letter/relieving letter from your last 3 employers;
- c. True copy of your last 2 months' pay slip;
- d. 6 copies of color passport size photographs;
- e. Copy of all pages of your passport;
- f. Copy of your Pan Card & Aadhaar Card;
- g. Identity Proof (Copy of Driving license/Voter's ID);
- h. Proof of residence (both permanent and present address);
- i. Employment Data Form, if not submitted earlier;
- j. Signed Trimble Policy Documents (enclosed with this offer);

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## Annexure – C

**Compensation Break-up/CTC**

Name: Vignesh Pandiyan

Date: 13 March 2023

Particulars	Compensation	
	Per Month (In Rs.)	Per Annum (In Rs.)
Basic Salary	13242	158900
HRA	6621	79450
Flexible Benefit Basket	16171	194050
<b>A. Gross Salary (Rs.)</b>	<b>36033</b>	<b>432400</b>
Provident Fund		
<b>B. Company's Contribution (Rs.)</b>	<b>1800</b>	<b>21600</b>
<b>Total Base Pay (Rs.) - A+B</b>	<b>37833</b>	<b>454000</b>
<b>C. Other Benefits</b>		<b>Benefits Value</b>
Medical Insurance for family		850000
Personal Accident Insurance		1500000
Term Life Insurance		1500000
Gratuity	**	** As per Gratuity Act, 1972

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## **Addendum**

### **Non-Disclosure Agreement**

During the period of employment you may be exposed to various Confidential Information of the Company and its subsidiaries, holding company, affiliates, etc. ("Associated Companies"). "Confidential Information" for the purpose of this clause shall include without limitation (i) all information, documents, data, software, lists, client letters, design, pattern and correspondence etc., in any form (physical, oral, electronic, etc.), that belong to the Company and / or Associated Companies; (ii) details of the Company's and / or Associated Companies', internal practices etc., that are not available in the public domain; (iii) identities and details of the Company and / or Associated Companies or their clients and their work details; (iv) any information of any client of the Company and / or Associated Companies, whether privileged information or not; (v) trade secrets, know how, other intellectual property rights of the Company and / or Associated Companies, and (vi) any other Confidential Information disclosed by the Company and / or Associated Companies to you, whether marked as confidential or not

You are fully aware that it is a matter of paramount importance on your part that the above Confidential Information should not be in any manner disclosed, misused, or passed on to any third party by you, directly or indirectly, and accordingly you fully commit yourself to this non-disclosure and non-use obligation in respect of the Confidential Information.

You should inform the management of the Company before enrolling yourself for any examination or course of study. You will not divulge orally or in writing any Confidential Information that comes to your knowledge during the course of your service in the Company to any of the outside agencies. You shall not disclose any of the trade secrets, proprietary information or any other Confidential Information to any of the external parties against you.

All the research done and data generated, including that of the client database of the Company is the sole property of the Company. Unauthorized storing, copying, deleting or transmitting (in hard/soft or any other means) of any Confidential information will be in breach of contract, is a serious legal offense and strictly prohibited. This will lead to immediate termination without any notice. All losses on such offenses will have to be fully compensated in monetary terms.

You are not allowed to carry the research/official document, workbook or any document containing Confidential Information in any media or any form outside the office premises without written permission of the authorized person, failing which strict disciplinary action will be taken.

You agree, confirm and undertake that you shall not otherwise derive any benefit of whatsoever nature out of the Confidential Information and the Confidential Information shall be used by you only to perform the duties assigned to you by the Company. Even to the other constituents and employees of the Company the Confidential Information shall be disclosed only on need-to-know basis and to the extent absolutely necessary.

At the end of your employment with the Company, you shall handover all the data, information, files, documents, pattern and designs etc., pertaining to the Company which are in your possession without keeping any copy, replica, duplicate in any manner or any form.

If any disclosure of the Confidential Information to governmental, judicial, statutory, regulatory or other authorities is required, you shall provide a prior written notice to the Company of such requirement, unless the applicable law does not permit such notice.

### **Assignment of Inventions:**

You will disclose to the Company, forthwith, any discovery, invention, process or improvement made or discovered by you while our service, and such discovery, invention, process or improvement shall belong absolutely to and by the sole and absolute property of Company, you shall at the Company's expense, take out or apply for Letters of Patent, Licenses, or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company, and you will execute and do all instruments, acts, deeds and things, which may be required by the Company, for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favour or in favour of such other person or persons, firms, or companies, as we may direct as the sole beneficiary thereof.

If during the course of your duties you make any discovery or invention or secret process or improvement in procedure or make any literary or artistic work or computer program relevant to, or capable of use in, the business of the Company then you must disclose all facts and details to the Company as it may require, and such discovery, invention, secret process, or improvement in procedure, literary or artistic work or computer program and all intellectual property rights relating thereto, shall belong to and be the absolute property of, the Company. At the request and expense of the Company, you shall give and supply all such information, data, drawings and assistance as may be necessary or in the opinion of the Company desirable to enable the Company to exploit the intellectual property to the best advantage (as decided by the company). You shall execute all documents and do all things which may, in the opinion of the Company, be necessary or desirable for obtaining patent or other protection for the intellectual property and for vesting the same in the Company, as the Company may direct. You also agree to execute any additional documents, subsequent to your employment with the Company, as may be necessary for the Company to perfect its title in the intellectual property.

For a period of six (6) months after termination of your employment with the Company, you shall promptly disclose to the Company fully and in writing all Inventions authored, conceived or reduced to practice by you, either alone or jointly with others. In addition, you hereby undertake to promptly disclose to the Company all patent or copyright applications filed by you or on your behalf within one (1) year after termination employment.

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**13 March 2023**Dear **B Harinandha Bharathidasan**

We are pleased to inform you that we are making you a conditional offer of employment as a **Associate TechOps Engineer** with Trimble Information Technologies Limited, India. This conditional offer of appointment is based on the bonafide certificate submitted by you as received from your current institution.

Your employment is subject to the successful completion of your degree without any backlogs on or before 30<sup>th</sup> June 2023.

For **Trimble Information Technologies India Pvt Ltd**

PRAVEENA  
KAMALANATHA  
N

Digitally signed by  
PRAVEENA KAMALANATHAN  
Date: 2023.03.13 14:57:29  
+05'30'

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Authorized Signatory

I have fully read, understood the content, and hereby agree to abide by the same.



---

**B Harinandha Bharathidasan**

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1<sup>st</sup> Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 23348088



**Date: 13 March 2023**

To,  
**B Harinandha Bharathidasan**  
5/358 Cheran Street, Bharathi Nagar,  
Ranipet, Vellore - 632403.

Dear **B Harinandha Bharathidasan**,

Welcome to Trimble Family!!

Trimble is a great place to work!!! We take pride in our culture. We are confident that you will find meaning and associate with our organization, our values and work ethics. We look forward to your successful integration with us and a rewarding career with Trimble.

1. With reference to your application and your subsequent interview with us, we **Trimble Information Technologies India Pvt Ltd** are pleased to offer you the position of **Associate TechOps Engineer** subject to the terms and conditions set out in Annexure - A hereunder. You will receive emoluments and perquisites as mentioned in Annexure - C, which also specifies your detailed salary break up.
2. This Offer is subject to verification process conducted by Trimble India. If at any time, it is found that any of information provided by you is false, or any of the documents provided by you are not genuine, then the Offer becomes invalid and void ab initio.
3. You are required to join the services of Trimble India, on or before from **Monday, July 3, 2023**
4. At the time of joining, you are required to furnish the documents mentioned in Annexure - B
5. This Offer Letter, along with the Annexures & Addendum contained herein, are issued in duplicate. Kindly submit one copy of this Letter along with Annexures & Addendum duly signed by you as token of your acceptance of the same, by **16 March 2023** either as a physical copy or soft copy electronically. (In case you are providing the duly signed copy electronically, the original hard copy needs to be provided on the date of joining). If this Letter is not signed and returned to Trimble India as stated above, this offer shall be considered null and void.

We wish you good luck in your career with us and look forward to mutually beneficial association.

For **Trimble Information Technologies India Pvt Ltd**

**PRAVEENA**  
**KAMALANATHAN**  
Digitally signed by PRAVEENA  
KAMALANATHAN  
Date: 2023.03.13 14:58:05  
+05'30'

Authorized Signatory

I have fully read, understood the content, and hereby agree to abide by the same.



**B Harinandha Bharathidasan**

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**Annexure – A****Terms and Conditions of Employment**

This Terms and Conditions of Employment sets out the terms of your employment with Trimble India.

**1. Designation and Place of Work:**

- 1.1. You will be employed in the position of **Associate TechOps Engineer, Trimble Chennai**. Your initial duties and responsibilities will be briefed to you by your supervisor or a designated person by the company and also may have reference in the new employee orientation program.
- 1.2. Your principal place of work as on the Effective Date shall be at **Chennai**, or at such other place as may be designated by the Company. You may be transferred, at the sole and absolute discretion of the Company, to any place in India or outside India, on terms and conditions not less favourable than those contained herein. You may be required to travel both inside and outside India on the business of the Company in the due performance of your duties, from time to time. The Company may also depute you to any work or assign you to any client, affiliate or associate company, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You will at all times need to keep your passport valid and current.

**2. Compensation**

- 2.1. Your Annual Total Base Pay will be **Rs.4,54,000 Per Annum** (which is explained in Annexure C), payable according to local payroll practices, subject to any deduction, including without limitation the usual deductions for taxation and other statutory deductions as required by the law.
- 2.2 Any tax liability arising out of your compensation/ salary shall be borne by you and it will be as per Income Tax Act and statutory rules, as applicable. All payments by the Company to you, shall be made after deduction of taxes, as applicable under the law.

**3. Confidentiality of salary information:**

- 3.1. The salary package offered to you is specific and personal to you. Any comparison of the same with the salary packages of other employees is discouraged.
- 3.2. You are required to strictly maintain the secrecy of and ensure that you don't divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the company, except authorized authorities.
- 3.3. In a similar way, when deputed to work / interact at the client site, you are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

**4. Company Policies:**

- 4.1. You agree that you will at all times faithfully, industriously, and to the best of your skill, ability, experience and talents, perform all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with the terms contained herein, all company policies, procedures, rules and regulations, both written and oral, as are announced by the Company, from time to time.

  
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- 4.2. It is also understood and agreed to by you that your assignment, duties and responsibilities and reporting arrangements may be changed by the Company, in its sole discretion, with or without causing termination of your employment.
- 4.3. Your attention is also drawn to the Company Policies and Procedures manual (collectively referred to as the "Company Policies") which describe in more detail, various other employment practices, such as claiming and payment of business expenses, and policies such as those on Leave & Holidays, Sexual Harassment, Use of Technology and Health and Safety, Global Code of Conduct which can be accessed at the Company Intranet. The Company reserves the right to review, modify or amend the Company Policies as and when required, at its sole discretion and the same shall be updated in the Intranet. Such modifications and amendments are also deemed to be part of these terms.
- 4.4. On accepting the terms contained herein and joining the services of the Company, you acknowledge that you would read through carefully and understood all the Company Policies contained on the intranet, your duties and responsibilities vis-à-vis such policies, the various steps and disciplinary actions that the Company can take/implement in order to ensure compliance with its Policies. You hereby agree to adhere to and comply with such Company Policies at all times during the term of your employment and thereafter if you are required to.

**5. Non-Compete & Non-Solicitation Obligations:**

- 5.1. In view of the position to be held by you in the Company, and the fact that you would be exposed to confidential and proprietary information of the Company during the course of your employment, you hereby undertake to abide by the following:
- 5.1.1. In the event of termination of your employment with the Company for any reason whatsoever, you shall, for a period of 12 months from the date of termination, be obliged not to engage yourself, directly or indirectly in any manner whatsoever in any Business or Firm or Company which constitutes a competition to the Company's business;
- 5.1.2. During the employment with the Company and for a period of 12 months thereafter, you shall not, without the Company's express written consent, either on the your behalf or on behalf of another (a) contact or deal with employees or ex-employees of the Company and or its associated companies, for the purpose of hiring them; (b) hire employees or ex-employees of the Company and/ or its associated companies; or (c) solicit the business of any client, customer or licensee of the Company and / or the associated companies.
- 5.1.3. The Clauses 5.1.1 and 5.1.2 shall survive the termination of employment. You hereby acknowledge that the provisions of these clauses are reasonable and necessary measures designed to protect the proprietary and Confidential Information of the Company.

**6. Data Protection:**

- 6.1. You consent to the Company holding and processing, both electronically and manually, the data it collects in relation to you, in the course of your employment, for the purpose of the Company's administration and management of its employees, its business and for compliance with applicable procedures, laws and regulations. You also consent to the transfer, storage and processing by the Company of such data outside India, where the Company may have its offices or that of its affiliates or group companies, and to the sharing of such data with prospective buyers, clients, acquirers and partners of the Company's business.

  
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**7. Indemnification:**

- 7.1. You undertake to keep the Company fully indemnified in respect of any breach or violation of the Non-Disclosure, Non-Use, Non-Compete and Confidentiality obligations by you. You understand that if you breach / violate in any manner, any terms and conditions herein, the Company shall suffer irreparable loss, harm and injury and monetary damages alone shall not be the adequate relief. Company, therefore, shall be fully entitled to obtain injunctive relief including similar other relief against you.

**8. Termination of Employment:**

- 8.1. Notice of termination: Each party agrees to provide the other Party with **two months** prior written notice for termination of employment or payment of two months' salary (Total Base Pay) in lieu of notice of termination. Notwithstanding the above, in the event that you desire to terminate your employment with the Company, the Company shall have the sole discretion to relieve you only after the completion of a Company assignment, where the same has not yet been completed by you.
- 8.2. You hereby agree that the Company is entitled to terminate your employment, at any time without notice or payment in lieu of notice if such termination arises as the result of your misconduct, negligence and/or breach of any express or implied term of your employment including the Company Policies and/or Global Code of Conduct as available on Intranet. Notwithstanding other provisions contained herein, the procedures for termination of employment and any associated payment settlement will be subject to managements' sole discretion.
- 8.3. Upon the termination or cessation of your employment with the Company for any cause whatsoever, you shall immediately deliver up to the Company or its authorized representative, any property or documents of the Company which may be in your possession, custody or under your control, including, without limitation, mobile phone, laptop, memoranda, correspondence, notes, records, reports, sketches, plans, letter heads, visiting cards or other documents and any copies or reproductions thereof in any medium whatsoever, and all other confidential information, whether or not the property was originally supplied to you by the Company. If so requested, you shall provide to the Company a signed statement confirming that you have fully complied with this Clause.
- 8.4. Without prejudice to any other right available under law, the Company reserves the right to make reasonable deductions from your full and final salary payment or any other amount due to you, in the event you fail to return all the property of the Company which is in your possession, or return it in a damaged state, other than due to normal wear and tear.
- 8.5. **DUAL EMPLOYMENT:** You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

**9. Retirement:**

Retirement age for all the Trimble employees in India will be 58 years.

  
**CIN: U72300TN1999PTC043647**

**Registered Office:** Lakshmi Tech Park - No.5/639, Old Mahabalipuram Road, Kandanchavadi, Perungudi, Chennai, India - 600096

Tel: +91 44 2254 1941 / 43 / 61 / 63 - Fax: +91 44 2254 1942 - www.trimble.com

**Branch Offices:** Shree Sawan Knowledge Park, 4th floor, D 507, TTC Industrial Area, M.I.D.C., Turbhe, Navi Mumbai 400 705, India Tel: +91 22 61387777

Vikram Monarch, CTS No. 1115-A/1, 10<sup>th</sup> floor, GaneshKhind Road, Shivajinagar, Pune - 411 016, India Tel: +91 20 4917 4900

1<sup>st</sup> Floor, No.23, Sankey Road, Lower Palace Orchards, Sadashivanagar, Bangalore 560 003, India. Tel: +91 80 23348088



**Annexure – B*****Documents to be submitted within three days of offer acceptance***

- a. Copy of educational certificates (SSLC, HSC, Graduation & Post Graduation);
- b. Copy of appointment letter/relieving letter from your last 3 employers;
- c. True copy of your last 2 months' pay slip;
- d. 6 copies of color passport size photographs;
- e. Copy of all pages of your passport;
- f. Copy of your Pan Card & Aadhaar Card;
- g. Identity Proof (Copy of Driving license/Voter's ID);
- h. Proof of residence (both permanent and present address);
- i. Employment Data Form, if not submitted earlier;
- j. Signed Trimble Policy Documents (enclosed with this offer);

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## Annexure – C

**Compensation Break-up/CTC**

Name: B Harinandha Bharathidasan

Date: 13 March 2023

Particulars	Compensation	
	Per Month (In Rs.)	Per Annum (In Rs.)
Basic Salary	13242	158900
HRA	6621	79450
Flexible Benefit Basket	16171	194050
<b>A. Gross Salary (Rs.)</b>	<b>36033</b>	<b>432400</b>
Provident Fund		
<b>B. Company's Contribution (Rs.)</b>	<b>1800</b>	<b>21600</b>
<b>Total Base Pay (Rs.) - A+B</b>	<b>37833</b>	<b>454000</b>
<b>C. Other Benefits</b>		<b>Benefits Value</b>
Medical Insurance for family		850000
Personal Accident Insurance		1500000
Term Life Insurance		1500000
Gratuity	**	** As per Gratuity Act, 1972

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**Addendum****Non-Disclosure Agreement**

During the period of employment you may be exposed to various Confidential Information of the Company and its subsidiaries, holding company, affiliates, etc. ("Associated Companies"). "Confidential Information" for the purpose of this clause shall include without limitation (i) all information, documents, data, software, lists, client letters, design, pattern and correspondence etc., in any form (physical, oral, electronic, etc.), that belong to the Company and / or Associated Companies; (ii) details of the Company's and / or Associated Companies', internal practices etc., that are not available in the public domain; (iii) identities and details of the Company and / or Associated Companies or their clients and their work details; (iv) any information of any client of the Company and / or Associated Companies, whether privileged information or not; (v) trade secrets, know how, other intellectual property rights of the Company and / or Associated Companies, and (vi) any other Confidential Information disclosed by the Company and / or Associated Companies to you, whether marked as confidential or not.

You are fully aware that it is a matter of paramount importance on your part that the above Confidential Information should not be in any manner disclosed, misused, or passed on to any third party by you, directly or indirectly, and accordingly you fully commit yourself to this non-disclosure and non-use obligation in respect of the Confidential Information.

You should inform the management of the Company before enrolling yourself for any examination or course of study. You will not divulge orally or in writing any Confidential Information that comes to your knowledge during the course of your service in the Company to any of the outside agencies. You shall not disclose any of the trade secrets, proprietary information or any other Confidential Information to any of the external parties against you.

All the research done and data generated, including that of the client database of the Company is the sole property of the Company. Unauthorized storing, copying, deleting or transmitting (in hard/soft or any other means) of any Confidential information will be in breach of contract, is a serious legal offense and strictly prohibited. This will lead to immediate termination without any notice. All losses on such offenses will have to be fully compensated in monetary terms.

You are not allowed to carry the research/official document, workbook or any document containing Confidential Information in any media or any form outside the office premises without written permission of the authorized person, failing which strict disciplinary action will be taken.

You agree, confirm and undertake that you shall not otherwise derive any benefit of whatsoever nature out of the Confidential Information and the Confidential Information shall be used by you only to perform the duties assigned to you by the Company. Even to the other constituents and employees of the Company the Confidential Information shall be disclosed only on need-to-know basis and to the extent absolutely necessary.

At the end of your employment with the Company, you shall handover all the data, information, files, documents, pattern and designs etc., pertaining to the Company which are in your possession without keeping any copy, replica, duplicate in any manner or any form.

If any disclosure of the Confidential Information to governmental, judicial, statutory, regulatory or other authorities is required, you shall provide a prior written notice to the Company of such requirement, unless the applicable law does not permit such notice.

**Assignment of Inventions:**

You will disclose to the Company, forthwith, any discovery, invention, process or improvement made or discovered by you while our service, and such discovery, invention, process or improvement shall belong absolutely to and by the sole and absolute property of Company, you shall at the Company's expense, take out or apply for Letters of Patent, Licenses, or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company, and you will execute and do all instruments, acts, deeds and things, which may be required by the Company, for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favour or in favour of such other person or persons, firms, or companies, as we may direct as the sole beneficiary thereof.

If during the course of your duties you make any discovery or invention or secret process or improvement in procedure or make any literary or artistic work or computer program relevant to, or capable of use in, the business of the Company then you must disclose all facts and details to the Company as it may require, and such discovery, invention, secret process, or improvement in procedure, literary or artistic work or computer program and all intellectual property rights relating thereto, shall belong to and be the absolute property of, the Company. At the request and expense of the Company, you shall give and supply all such information, data, drawings and assistance as may be necessary or in the opinion of the Company desirable to enable the Company to exploit the intellectual property to the best advantage (as decided by the company). You shall execute all documents and do all things which may, in the opinion of the Company, be necessary or desirable for obtaining patent or other protection for the intellectual property and for vesting the same in the Company, as the Company may direct. You also agree to execute any additional documents, subsequent to your employment with the Company, as may be necessary for the Company to perfect its title in the intellectual property.

For a period of six (6) months after termination of your employment with the Company, you shall promptly disclose to the Company fully and in writing all Inventions authored, conceived or reduced to practice by you, either alone or jointly with others. In addition, you hereby undertake to promptly disclose to the Company all patent or copyright applications filed by you or on your behalf within one (1) year after termination employment.

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**VEDANTA  
OFFER LETTER**



**Name: Amrutha B****Date: 06.01.2023**

Dear Ms. Amrutha B

**LETTER OF INTENT**

We refer to the recent discussions we had regarding career opportunities in the Vedanta Group. We are pleased to extend you a letter of intent for the position of **Officer Trainee (OT)**. Your **Total Target Remuneration** is **INR 9,45,000 /-** (Rupees Nine Lacs Forty-Five Thousand only) per annum, which comprises of a fixed component of **INR 7,00,000/-** (Rupees Seven Lacs only) per annum and Annual Target Bonus upto **INR 2,45,000/-** (Rupees Two Lacs Forty-Five Thousand only). (Refer Annexure 1 for details).

You are also entitled for a **retention bonus** which will be a one-time amount of **INR 1,00,000/-** (Rupees One Lakh only), payable as per policy.

You will also be covered under Vedanta **Long Term Incentive Plan** upto a maximum of **INR 2,00,000/-** (Rupees Two Lakhs only)

A detailed Offer cum Appointment Letter will be issued to you on joining the company and completion of all required formalities. The place of posting and onboarding date will be communicated to you separately.

This offer is subject to you being found medically fit at the time of joining (as per the medical test attached in the Annexure 2), Background Checks & fulfilling the following eligibility criteria:

- 60% throughout in 10th, 12th, Graduation and Post-graduation, without any backlogs at the time of selection and joining
- Maximum 1 year of gap between either XII & Graduation or between Graduation & Post Graduation
- Regular or Full time MSW/ MHRM degree.

You are required to submit the following documents at the time of joining:

- Originals & Photocopies of all educational Certificates – X, XII, UG, additional qualifications (If any)
- Proof of your Date of Birth (preferably Aadhar Card)
- 5 Passport size photographs
- PAN Card & Cancelled Cheque

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

We welcome you to the Vedanta family and wish you a rewarding and successful career ahead.

With Best Wishes,

Yours sincerely,



**M Sakthivel**  
**CHRO Copper Business**

**Vedanta Limited**

**Sterlite Copper:** SIPCOT Industrial Complex, Madurai Bypass Road, Thoothukudi (Tamil Nadu) - 628 002  
T +91-461 424 2591 F +91-461 424 2829 | Website: [www.vedantalimited.com](http://www.vedantalimited.com)

Registered Office: 1st Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (E), Mumbai, (Maharashtra) - 400 093.  
CIN: L13209MH1965PLC291394

**Annexure 1: Compensation Breakup**

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

**Date: 06.01.2023**

<b>Name</b>	Amrutha B
<b>Company / Business Unit</b>	Vedanta Limited
<b>Position / Title</b>	Officer Trainee (M7)
<b>Training Period</b>	6 Months
<b>Probation Period</b>	6 Months (Assistant Manager)
<b>Confirmation</b>	Post 12 months

**Compensation Scheme**

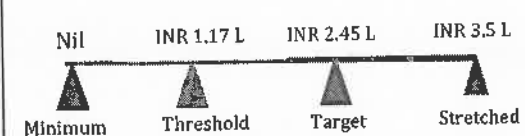
**I. Total Target Remuneration from Date of Joining**

<b>Fixed Pay</b>			
<b>#</b>	<b>Particulars</b>	<b>Amount (INR) Per Annum</b>	<b>Notes</b>
I	Basic	2,80,000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
II	House Rent Allowance ("HRA")	1,12,000	House Rent Allowance is paid on a monthly basis. HRA is provided to meet the cost of accommodation. HRA is calculated at 50%/40% of the Basic pay as per location. HRA is an allowance is subject to income tax. The exemption on HRA is covered under Section 10 (13A) of the Income Tax Act and Rule 2A of the Income Tax Rules.
III	Personal Allowance	1,69,605	Personal Allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
IV	Statutory Bonus	56,000	Bonus is paid on a monthly basis and calculated at 20% of the Basic pay, subject to Income tax.
V	Uniform Allowance	12,000	Uniform Allowance is paid on a monthly basis. It is granted to meet the expenditure incurred on purchase or maintenance of uniform to wear during the performance of the duties of an office. It is taxable.
VI	Leave Travel Allowance ("LTA")	23,333	Leave Travel Allowance is paid on a monthly basis with tax deduction. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday. The tax exemption can be claimed annually with submission of required documents.

**Vedanta Limited**

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#	Particulars	Amount (INR) per annum	Notes
VII	Provident Fund ("PF")	33,600	As per employee provident fund Act 1952, an employer is required to contribute minimum 12% of the Basic Salary to EPF. And equal amount will be deducted as employee contribution from monthly payroll.
VIII	Gratuity	13,462	The employer will contribute 15 days basic for every completed year of service. This will be payable when the employee leaves / superannuates. The eligibility condition is minimum 5 years of service as per the payment of Gratuity Act 1972.
<b>Fixed Pay</b>		<b>7,00,000</b>	<b>Sum of all above</b>
<b>Performance Pay Scheme (As currently applicable and subject to change as per company rules from time to time)</b>			
	<b>Target Annual Bonus</b>	<b>2,45,000</b>	<p>The objective of Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. The evaluation on the performance measures will be done on completion of the financial year (April – March). The plan and payout is linked to achievement of business and individual targets. First year payout will be pro-rated basis date of joining and an individual would be entitled to payout on completion of minimum one year of tenure with the organization. This policy is subject to management discretion and can be revised from time to time, payout is subject to tax.</p>  <p>The diagram shows a horizontal line with four points marked by triangles below it. From left to right, the points are labeled: Nil, INR 1.17 L, INR 2.45 L, and INR 3.5 L. Below these points are the labels: Minimum, Threshold, Target, and Stretched.</p>
<b>Total Target Remuneration</b>		<b>9,45,000</b>	

The above Compensation and Benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws.

#### Other terms & conditions

- Vedanta Long Term Incentive Plan ("LTIP") is a conditional share plan for rewarding talent on a pre-determined vesting criteria linked with Business Performance and Employee's Individual Performance subject to continued employment with the organization for a specified tenure. LTIP is implemented periodically, at the sole discretion of management, in which some select employees are eligible for grant of stock options based on individual performance and potential. You will be covered within 12 months of your joining or in the forthcoming LTIP grant and subsequent coverage is purely based on your performance as well as at the discretion of the management. You will be eligible for a Total Grant Value of **INR 2,00,000/-**

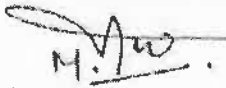
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 CIN: L13209MH1965PLC291394

2. You will be eligible for retention bonus of **INR 1,00,000/-** which will be paid upon completion of 12 months in the organization. The payment is subject to a 100% claw back if you decide to leave the organization within 24 months of Date of Payment.
3. Target Annual Bonus: In case you leave the organization before completion of 1 year from date of joining, you will not be eligible for annual bonus.
4. LTIP and Target Annual Bonus pay out is governed by company policy
5. 100% compliance of company's rules, regulations, code of conduct and Group Values
6. Production Incentive: You will be eligible for Production Incentive from Training Period onwards (in Business / Unit locations only) as per the company policy up to a maximum of **INR 50,000/-** This is not applicable in Corporate and Non Unit Locations
7. You will be entitled to certain benefits as per company policy

**For Vedanta Limited**



**M Sakthivel**  
**CHRO Copper Business**

The provisions of this Letter of Intent have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon of fulfilling eligibility criteria and clearing medical fitness tests.

[NAME}

[SIGNATURE]

[DATE]

**Vedanta Limited**


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**Annexure 2: Medical Fitness Test**

You are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us before joining or you may choose to undergo these tests at the time of joining at our facilities/premises:

1. Physical Examination, vision, eye (color blindness test), dental check up
  2. HB, WBC total & Diff Count
  3. ESR
  4. Blood Sugar AC & PC
  5. Fasting Lipid Profile
  6. Ser. Creatinine
  7. L F T
  8. Urine Routine Exam
  9. Chest X-ray PA View
  10. ECG & T M T
  11. Audiometry and Spirometry
- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
  - You may also be required to undergo medical examination from our referred hospital at the time of joining.
  - The decision of our Company CMO / MO will be considered as Final. If declared medically unfit, the LOI stands cancelled.
  - The medical charges for above will be reimbursed on joining on production of original bills as per the company's policy. If declared medically unfit, the original bills can be sent to us for reimbursement.



**Authorized Signatory**

**Vedanta Limited**

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CIN: L13209MH1965PLC291394

Name: Aarthi R

Date: 06.01.2023

Dear Ms. Aarthi R

**LETTER OF INTENT**

We refer to the recent discussions we had regarding career opportunities in the Vedanta Group. We are pleased to extend you a letter of intent for the position of **Officer Trainee (OT)**. Your **Total Target Remuneration** is **INR 9,45,000 /-** (Rupees Nine Lacs Forty-Five Thousand only) per annum, which comprises of a fixed component of **INR 7,00,000/-** (Rupees Seven Lacs only) per annum and Annual Target Bonus upto **INR 2,45,000/-** (Rupees Two Lacs Forty-Five Thousand only). (Refer Annexure 1 for details).

You are also entitled for a **retention bonus** which will be a one-time amount of **INR 1,00,000/-** (Rupees One Lakh only), payable as per policy.

You will also be covered under Vedanta **Long Term Incentive Plan** upto a maximum of **INR 2,00,000/-** (Rupees Two Lakhs only)

A detailed Offer cum Appointment Letter will be issued to you on joining the company and completion of all required formalities. The place of posting and onboarding date will be communicated to you separately.

This offer is subject to you being found medically fit at the time of joining (as per the medical test attached in the Annexure 2), Background Checks & fulfilling the following eligibility criteria:

- 60% throughout in 10th, 12th, Graduation and Post-graduation, without any backlogs at the time of selection and joining
- Maximum 1 year of gap between either XII & Graduation or between Graduation & Post Graduation
- Regular or Full time MSW/ MHRM degree.

You are required to submit the following documents at the time of joining:

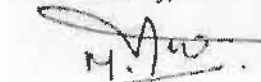
- Originals & Photocopies of all educational Certificates – X, XII, UG, additional qualifications (If any)
- Proof of your Date of Birth (preferably Aadhar Card)
- 5 Passport size photographs
- PAN Card & Cancelled Cheque

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

We welcome you to the Vedanta family and wish you a rewarding and successful career ahead.

With Best Wishes,

Yours sincerely,



**M Sakthivel**  
**CHRO Copper Business**

**Vedanta Limited**

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CIN: L13209MH1965PLC291394

Name: **Monika A**Date: **06.01.2023**

Dear Ms. Monika A

**LETTER OF INTENT**

We refer to the recent discussions we had regarding career opportunities in the Vedanta Group. We are pleased to extend you a letter of intent for the position of **Officer Trainee (OT)**. Your **Total Target Remuneration** is **INR 9,45,000 /-** (Rupees Nine Lacs Forty-Five Thousand only) per annum, which comprises of a fixed component of **INR 7,00,000/-** (Rupees Seven Lacs only) per annum and **Annual Target Bonus** upto **INR 2,45,000/-** (Rupees Two Lacs Forty-Five Thousand only). (Refer Annexure 1 for details).

You are also entitled for a **retention bonus** which will be a one-time amount of **INR 1,00,000/-** (Rupees One Lakh only), payable as per policy.

You will also be covered under Vedanta **Long Term Incentive Plan** upto a maximum of **INR 2,00,000/-** (Rupees Two Lakhs only)

A detailed Offer cum Appointment Letter will be issued to you on joining the company and completion of all required formalities. The place of posting and onboarding date will be communicated to you separately.

This offer is subject to you being found medically fit at the time of joining (as per the medical test attached in the Annexure 2), Background Checks & fulfilling the following eligibility criteria:

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You are required to submit the following documents at the time of joining:

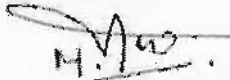
- Originals & Photocopies of all educational Certificates – X, XII, UG, additional qualifications (If any)
- Proof of your Date of Birth (preferably Aadhar Card)
- 5 Passport size photographs
- PAN Card & Cancelled Cheque

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

We welcome you to the Vedanta family and wish you a rewarding and successful career ahead.

With Best Wishes,

Yours sincerely,



**M Sakthivel**  
**CHRO Copper Business**

**Vedanta Limited**

**Sterlite Copper:** SIPCOT Industrial Complex, Madurai Bypass Road, Thoothukudi (Tamil Nadu) - 628 002  
T +91-461 424 2591 F +91-461 424 2829 | Website: [www.vedantalimited.com](http://www.vedantalimited.com)

Registered Office: 1st Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (E), Mumbai, (Maharashtra) - 400 093.  
CIN: L13209MH1965PLC291394

**Name: Arivuchselvan R****Date: 06.01.2023**

Dear Mr. Arivuchselvan R

**LETTER OF INTENT**

We refer to the recent discussions we had regarding career opportunities in the Vedanta Group. We are pleased to extend you a letter of intent for the position of **Officer Trainee (OT)**. Your **Total Target Remuneration** is **INR 9,45,000** /- (Rupees Nine Lacs Forty-Five Thousand only) per annum, which comprises of a fixed component of **INR 7,00,000** /- (Rupees Seven Lacs only) per annum and Annual Target Bonus upto **INR 2,45,000** /- (Rupees Two Lacs Forty-Five Thousand only). (Refer Annexure 1 for details).

You are also entitled for a **retention bonus** which will be a one-time amount of **INR 1,00,000** /- (Rupees One Lakh only), payable as per policy.

You will also be covered under Vedanta **Long Term Incentive Plan** upto a maximum of **INR 2,00,000** /- (Rupees Two Lakhs only)

A detailed Offer cum Appointment Letter will be issued to you on joining the company and completion of all required formalities. The place of posting and onboarding date will be communicated to you separately.

This offer is subject to you being found medically fit at the time of joining (as per the medical test attached in the Annexure 2), Background Checks & fulfilling the following eligibility criteria:

- 60% throughout in 10th, 12th, Graduation and Post-graduation, without any backlogs at the time of selection and joining
- Maximum 1 year of gap between either XII & Graduation or between Graduation & Post Graduation
- Regular or Full time MSW/ MHRM degree.

You are required to submit the following documents at the time of joining:

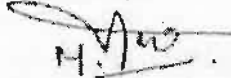
- Originals & Photocopies of all educational Certificates – X, XII, UG, additional qualifications (If any)
- Proof of your Date of Birth (preferably Aadhar Card)
- 5 Passport size photographs
- PAN Card & Cancelled Cheque

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

We welcome you to the Vedanta family and wish you a rewarding and successful career ahead.

With Best Wishes,

Yours sincerely,



**M Sakthivel**  
**CHRO Copper Business**

**Vedanta Limited**

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CIN: L13209MH1965PLC291394



**VERIZON  
OFFER LETTER**



**Verizon Data Services India Pvt. Ltd.**

*Regd. & Corp. Office:*

8th Floor, Citius Block - B, Olympia Technology Park  
Plot No. 1, SIDCO Industrial Estate  
Guindy, CHENNAI - 600 032. INDIA

Tel: (91 44) 4394 5000  
Fax: (91 44) 4394 4000  
www.verizon.com

CIN: U72300TN2001PTC046551

Monday, April 10, 2023

K Ramesh  
No.6,Rajiv Gandhi Street,kilpauk garden road,chennai-10,  
chennai

Dear K,

We are very excited to formally offer you the position of Junior Engr-Software Devt in Chennai for Verizon Data Services India Private Limited (the "Company") beginning on Monday, June 26, 2023. This letter describes the terms and conditions of your employment. Your employment is subject to satisfactory completion of background and reference checks, the absence of any bars or restrictions on your employment with the Company and your acceptance of these terms and conditions.

**Employment Status**

You will be on probation for an initial period of six (6) months, which the Company may extend in its sole discretion. During your probationary period, the Company can dispense with your services at any time by giving thirty day's notice or payment of salary in lieu thereof.

**Compensation**

Your compensation is as set forth in ANNEXURE I. This compensation shall be paid to you in accordance with the Company's normal payroll practices. You are expected to keep your compensation information confidential. All amounts payable to you by the Company pursuant to your employment shall be subject to requisite tax and other statutory deductions in accordance with applicable laws.

**Leave and Benefits Plan**

You will be eligible for leave and benefits as per Company policy.

**Indian Statutory Schemes**

You will be covered under the Employees Provident Fund Scheme from your date of joining the Company. In addition, at the time of separation from service, you may be entitled to gratuity under the Payment of Gratuity Act, 1972 and the Company's policies.

**Compliance Documents and Personnel Policies**

At our company, our reputation is a critical asset. Each and every one of us must focus on making it a point of pride. Our Code of Conduct clearly outlines our roles and responsibilities as employees and members of the Verizon community, and provides guidance on our daily decisions that affect the welfare of the Company. It is part of our culture, part of the way we do business. If you decide to accept our offer of employment, please read the Code in advance of your first day of employment; it is available via Verizon's external web site at: <http://www.verizon.com/about/our-company/code-conduct> Upon commencement of your employment, you will be required to complete a series of New Employee Forms, which will include a certification that you have read, understand and will abide by the Code in the course of your employment.

In addition, the Business and Scientific Information and Security Agreement (see Schedule 2) will apply during your employment. Moreover, your duties may require you to travel to and from Chennai. You may also be required to spend days away from Chennai depending on the requirements of your position. You should make yourself familiar with our travel and expense reimbursement policy.

## **Data Privacy**

Throughout the course of your employment with the Company, the Company needs to collect personal information from you and about you and share this with its affiliates and third parties acting on behalf of the Company. This information permits the Company to handle any matters or issues arising out of or in connection with your employment. Schedule 3 sets out the way in which the Company will collect, use and process your personal information. Please review and consent to the collection, processing and sharing of your personal information.

## **Confidentiality**

Your employment is subject to you signing the Confidentiality and Non-Solicitation Agreement which is provided as Schedule 4. The Confidentiality and Non-Solicitation agreement should be initialed by yourself on each page, and signed and witnessed on the bottom of the last page.

## **Use of Company Systems**

All messages composed, sent, stored or received on or using the electronic communications system of the Company are and will remain the property of the Company. The Company reserves the right to access, inspect, review and monitor, at any time and without notice, your use of any of the Company's communication systems and/or any equipment.

## **Separation from Service**

The Company may terminate your employment at any time, without notice or payment in lieu of notice, for cause including but not limited to: (a) inattention or negligence in the performance of your duties and obligations; (b) breach of the terms and conditions of this letter; or (c) any other action or inaction on your part that would constitute adequate cause for termination pursuant to any policy of the Company or any applicable law.

You may voluntarily resign from employment with the Company at any time on giving a prior written notice of two (2) months to the Company. The Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice. Any resignation must be accepted by the Company to become effective. Once accepted, you cannot withdraw the resignation unless specifically approved in writing by the Company.

The Company may terminate this agreement at any time for any reason whatsoever by giving you two (2) months' notice in writing or payment of your salary in lieu thereof. You agree and accept that any statutory or other "last in first out" rule or any modifications thereof shall not apply in the event of the termination of this agreement for any reason whatsoever.

The Company's mandatory retirement age is set forth in its policies.

## **Transfer/Deputation/Secondment**

It is expressly understood that your services are transferable to any of our affiliated companies in India or abroad, at the sole discretion of the Company. You may also be deputed/seconded to any of our affiliated companies, clients or customers at the sole discretion of the Company.

## **Prohibition of External Employment**

In addition to any restrictions set forth in the Code of Conduct, you may not, without the prior written permission of the Company, directly or indirectly undertake any external employment, work or public office, or render advisory or other services (paid or otherwise) to an external business enterprise.

## **Deductions**

You agree and acknowledge that the Company may, subject to applicable laws, at any time during the term of employment or at your separation from employment, deduct from your salary, or final settlement, any amounts owed by you to the Company or any costs incurred by the Company due to any damage or loss to Company property or assets caused by you.

## **Miscellaneous**

This letter shall be governed and interpreted according to the laws of India. The courts at Chennai shall have the exclusive jurisdiction to entertain any dispute, controversy, claim or breach arising out of or in relation to this employment agreement. Amendments to, or waivers of, the terms of letter must be in a

jurisdiction to be illegal, invalid or unenforceable, the remaining terms and conditions will remain in full force and effect. Any invalid or unenforceable provision of this letter will be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision. No delay, failure or omission by the Company to exercise any of its powers, rights or remedies under this letter will waive any of them nor will any single or partial exercise of any such powers, rights or remedies preclude any further exercise of them. This letter and its schedules constitute the entire understanding relating to terms of employment between you and the Company and supersedes all prior offers, agreements, statements or representations, written or oral, between you and the Company.

We welcome you to the Verizon family. We are confident that your skills and experience will be a significant asset in meeting the challenges that are ahead, and we look forward to sharing your successes. Please return a copy of this letter and the attached Schedules after they are signed. You will receive duplicate copies on returning them to us.

Yours faithfully,  
For Verizon Data Services India Private Limited



Balamurugan Muthukumaraswamy  
Senior Manager - Talent Acquisition

***I agree to the terms of employment set forth in this letter.***

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Please return this letter and the Schedules by Thursday, April 13, 2023 to:

Talent Acquisition Team  
Verizon Data Services India Pvt. Ltd.,  
Plot No: 1, Citius Block 'B',  
Olympia Tech. Park,  
SIDCO Industrial Estate,  
Guindy, Chennai - 600 032  
Tel: 044 - 4394-3994  
Fax: 044 - 4394 5001

If we do not receive these by Thursday, April 13, 2023, this offer will expire.

**ANNEXURE I  
SALARY STRUCTURE**

**Name:** K Ramesh

**Designation:** Junior Engr-Software Devt

<b>COMPONENTS</b>	<b>ANNUAL</b>	<b>MONTHLY</b>
BASIC SALARY	160000	13333
HOUSE RENT ALLOWANCE	80000	6667
FLEXI BENEFIT PLAN #	133104	11092
<b>GROSS SALARY</b>	<b>373104</b>	<b>31092</b>
PROVIDENT FUND	19200	1600
GRATUITY	7696	641
<b>COST TO COMPANY</b>	<b>400000</b>	<b>33333</b>
<b>VERIZON INCENTIVE PAY AS PER POLICY: TARGET RANGE 0-5% OF CTC*</b>	20000	
<b>GRAND TOTAL</b>	<b>420000</b>	

\*Verizon Incentive Pay is purely based on individual and organizational performance and at the discretion of the management. This component is non-negotiable.

# Employees can allocate their "Flexi Benefit Plan" amount under four (4) heads of reimbursements, viz., Meal voucher, Telephone, Leave Travel Allowance and Vehicle Reimbursements subject to eligibility thresholds applicable to their job bands ("Reimbursements"). Unallocated or remaining "Flexi Benefit Plan" amount will be paid as Special Allowance on a monthly basis. Unclaimed Reimbursements will be paid to the individual as an allowance at the end of the financial year subject to applicable tax. For more details on eligibility and limits, please refer the Compensation Policy on About you.

Yours faithfully,  
For Verizon Data Services India Private Limited



Balamurugan Muthukumaraswamy  
Senior Manager - Talent Acquisition

## Schedule 2

### **BUSINESS AND SCIENTIFIC INFORMATION AND SECURITY AGREEMENT**

I, the undersigned, in consideration of my employment by the Company (as hereinafter defined), and for the compensation paid to me, and for the opportunity given to me to become acquainted with the Company's business, trade secrets, and proprietary information, hereby agree as follows:

1. The following Terms shall have the following meanings within the context of this Business and Scientific Information and Security Agreement ("Agreement"):
  - a. The "Company" means Verizon Data Services India Private Limited or a parent or a subsidiary, directly or indirectly, controlling or controlled thereby, and their successors, assignees, or designees.
  - b. "Creative Property" means all inventions, trademarks, concepts, discoveries, developments, creations, and ideas. Such Creative Property shall include, but not be limited to, all processes, training materials, machines, manufactures, compounds, compositions of matter, computer software, computer firmware, improvements thereto and know-how related thereto, whether patentable or not.
  - c. "Writings" means the tangible expression, in any form, of information relating in any manner to the research, development, sales, marketing, training, manufacturing, or other business activities of the Company. Such Writings shall include, but not be limited to, blueprints, designs, diagrams, documents, notes, notebooks, flow charts, specifications, manuals, reports, photographs, photomasks, training materials, computer software, and computer firmware.
2. I agree that all Creative Property made or conceived by me, either alone or together with others, while I am an employee of the Company shall be the sole and exclusive property of the Company. However, the Company shall not acquire any rights to any invention developed by me either alone or together with others, that did not involve the use of any trade secret, proprietary information, equipment, supplies, or facilities of the Company, and that occurred entirely on my own time, or our own time in the case of joint inventions. The exceptions to this latter rule are if:
  - a. the invention relates directly to the business of the Company, or to the Company's actual or demonstrably anticipated research or development, or
  - b. the invention results from or is based upon any work performed by me or my joint inventor(s) for the Company.
3. I agree that all Writing prepared by me either alone or together with others while I am an employee of the Company, including all rights therein, shall be the sole and exclusive property of the Company. I agree to hold all Writings in confidence until and unless the Company has otherwise released me, in writing, from that obligation.
4. I hereby irrevocably assign, grant, transfer and convey absolutely and forever to and for the benefit of the Company, all my right, title and interest in the whole of my rights whether now or hereafter created, throughout the universe, in any and all Creative Property and Writings that are the property of the Company pursuant to paragraph 2.0 or paragraph 3.0. Upon the execution of this Agreement, the Company shall become the sole and absolute owners of all the rights in any and all Creative Property and Writings conceived or made by me while I am an employee of the Company within the scope of paragraph 2.0 or paragraph 3.0 of this Agreement. To the extent I am otherwise deemed to be the owner or licensee of any intellectual property embedded in or utilized by any Creative Property or Writings that I create during my employment by the Company, I hereby assign (or license if I am a licensee) to the Company all worldwide rights in such intellectual property necessary or appropriate for the full and exclusive enjoyment and commercial exploitation by the Company of such Creative Property or Writings.
5. I agree that notwithstanding the provisions of Section 19(4) of the Indian Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to me, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. I further acknowledge and agree that I will waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Indian Copyright Act, 1957. I also agree to assist and cooperate with the Company in perfecting the Company's rights in the Creative Property or Writings.
6. I agree that during and after my employment with the Company I will promptly review, sign and return all papers to the Company or its designated representatives which, in the discretion of

- a. to obtain for the Company all rights in Creative Property and Writings, including all patent rights and copyrights, or
  - b. to maintain or uphold any rights of the Company in all Creative Property and Writings. I further agree to give such other assistance as the Company may need (but at the Company's expense) in any proceeding in any country.
7. I agree that during and after my employment with the Company I will disclose in writing to the Company or its designated representatives all Creative Property and Writings made, conceived, or produced by me either alone or together with others while an employee of the Company. This obligation shall exist as to any Creative Property and Writings whether or not I believe it would become property of the Company under any provision of this Agreement.
  8. I agree that all writings, materials, or devices containing trade secrets or proprietary information, whether produced for the Company by me or others, which I acquire or gain access to as a result of my employment with the Company shall be the sole and exclusive property of the Company. These include computer programs, documentation, testing materials, internal company communications, design information, interface information, passwords and other information used to access company or customer systems or data, as well as information concerning the company's networks, customers, or vendors. ("Proprietary Information"). I further agree that in the event of the separation of my employment by me or by the Company for any reason, I will promptly deliver to the Company all such Proprietary Information, and I will not take with me any such Writings, materials or devices or any copies thereof.
  9. I agree that by signing this Agreement the Company does not wish to acquire, or require me to use in the performance of my responsibilities at the Company, any trade secrets or proprietary information of which I had knowledge before becoming an employee of the Company. I agree not to reveal such trade secrets and other proprietary information to the Company or any of its representatives. I also agree not to use such trade secrets and other proprietary information in the course of the performance of my work for the Company.
  10. I agree that while I am an employee of the Company, I will not knowingly or intentionally violate the valid provisions of any software license agreement or confidentiality agreement entered into with a third party either by me or by the Company, such as by making unauthorized copies of software of the third party which is acquired by or assigned to me for use, custody, or control. I also agree that I will not knowingly or intentionally violate any intellectual property rights of third parties, such as copyrights.
  11. I agree that I will abide by any rules or instructions provided by the Company concerning the security of the Company's facilities, physical property and information as well as all rules and instructions provided by the Company with respect to the proper scope of work performed and data accessed by me under the Company's "Project Clearance" guidelines.
  12. I agree that I will not use the Company's software, equipment or networks for non-business use, except as allowed under the Code of Conduct and I will abide by any instructions by the Company with respect to use of the Company's software, equipment or networks.
  13. I agree that any portion of the Agreement which a court of competent jurisdiction determines to be void or unenforceable because it is against public policy or for any other reason, shall be disregarded and shall not affect any other provisions of the Agreement.
  14. I further agree that the court, upon the request of the Company, may change and interpret any provision which would otherwise be void or unenforceable so that it will be valid and enforceable to the maximum extent permitted by law.
  15. I agree that my heirs, executors, administrators, representatives, and assigns shall be legally bound by this Agreement.
  16. I agree that this Agreement may not be amended except by a written document signed by me and an authorized officer of the Company.
  17. I agree that any prior agreement which I made with the Company concerning the subject matter contained herein shall be replaced by this Agreement.
  18. I represent to the Company that I am under no restriction or obligation, by contract or otherwise, which would preclude me from joining the Company.
  19. I agree that for a period of twenty four (24) months following my separation of employment



- Personally engage in "Competitive Activities" (see definition below); or
- Work for, own, manage, operate, control or participate in the ownership, management, operation or control of, or providing consulting or advisory services to, any individual, partnership, firm, corporation, or institution engaged in "Competitive Activities."

Competitive Activities means business activities relating to products or services of the same or similar type as the products or services which (i) are sold (or, pursuant to an existing business plan, will be sold) to paying customers of one or more Verizon Companies, and (ii) for which you had responsibility to plan, develop, manage, market or oversee, at any time within the twenty-four (24) months preceding your separation of employment for any reason from all Verizon Companies. Notwithstanding the previous sentence, a business activity will only be treated as a Competitive Activity if it occurs within the territory served by the Verizon Companies as of your date of separation.

***I agree to the terms set forth in this Agreement.***

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



### Schedule 3

#### **EMPLOYEE DATA PRIVACY AGREEMENT**

Verizon Data Services India Private Limited (the "**Company**") may use your personal data in the following ways, without limitation:

1. The Company maintains various personal information about each employee as well as some independent contractors ("**Employee Data**"), including home address, marital status, educational background, history with the Company, areas of expertise, salary, bonuses and other benefits.
2. Employee Data is used in furtherance of the employment or contractor relationship, to administer benefits, process the Company's payroll, to withhold taxes and administer other obligatory withholdings, and to comply with various reporting or disclosure obligations under applicable laws and regulations.
3. The Company stores Employee Data in controlled-access, centralized databases in the United States and in paper and electronic files located locally. The electronic databases are controlled by specially authorized administrative human resources staff only and can be accessed only by those authorized users. Such authorized users may be located inside or outside the United States. The Company places certain information, such as names, pictures, and business contact numbers, in internal company directories that are accessible by all employees of the Company. The Company reserves the right to store Employee Data in controlled-access, centralized databases outside the United States and in paper and electronic files located outside India.
4. As the Company is part of a global enterprise, comprised of a group of companies operating internationally, Employee Data will from time to time be transferred between affiliates of the Company to achieve the objectives described above and Employee Data may be accessed by Company employees outside the country in which it is collected. Likewise, as part of its normal operations, the Company will need to make some Employee Data available to auditors, outside professional advisors, and contractors (e.g., payroll processing contractors) under a duty of confidentiality ("**Authorized Third Parties**") to achieve the objectives described above. Although in each case most of the recipients of Employee Data will be located locally within the country in which the data is collected, others may be located in the United States or elsewhere. Such recipients may be located in countries that do not afford statutory protections for personal information equivalent to those within the country in which the data was collected. Nevertheless, the Company will, at all times, endeavor to protect Employee Data, regardless of whether it is used locally or transferred internationally to affiliates of the Company, or is in the hands of Authorized Third Parties. The Company will do this by putting place contractual limitations on Authorized Third Parties' rights to use the Employee Data disclosed to them and by use of commercially reasonable security measures.
5. Where relevant to the job function of the employee, the Company may also supply employee business contact information to customers of affiliates that are part of the Company.

In addition to information about yourself, you may also have provided the Company with information about your dependents, relatives and friends ("**Dependents**") for health and other insurance policies and in connection with emergency contact details. By signing this form you confirm that those persons are aware that you have provided their data to the Company and furthermore that they consent to the Company storing and using their data for the purposes for which you provided it.

You have the right to periodically review, update and/or correct your Employee Data. Please see your Human Resources representative for further information and assistance. In addition, you should feel free to approach your Human Resources representatives if you have any further questions about your Employee Data.

Please affirm your consent to the Company's collection, processing, disclosure and transfer of your personal information and that of your Dependents as described above by signing this form in the space provided below.

Thank you for assisting the Company in its efforts to work within the legal framework established by privacy legislation.

***I consent to the Company's collection, processing, disclosure and transfer of my personal information and that of my Dependents as described above.***

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Schedule 4

### **CONFIDENTIALITY AND NONSOLICITATION AGREEMENT**

In consideration of my employment by Verizon Data Services India Private Limited (the "Company"), and in consideration of the wages and/or commissions and benefits paid to me by the Company in connection with my employment, as a condition of my employment, wages and/or commissions, and benefits, I covenant and agree with the Company as follows:

1. **Company Information.** I agree that, for the purpose of this Agreement, the phrase "Confidential Company Information" shall mean information possessed by the Company and/or its other affiliates, successors or assigns (hereinafter referred to as "Verizon Group") and their business activities not generally known, which is used or is useful in the conduct of the Verizon Group business or which confers or tends to confer a competitive advantage over one who does not possess the information or know of the activities. Confidential Company Information includes but is not limited to the lists of the Verizon Group's existing and prospective customers, the type of equipment or its configuration used by the Verizon Group and the marketing and business plans of the Verizon Group, each and all as may exist from time to time. Confidential Company Information also includes information received by the Verizon Group from others which the Verizon Group has an obligation to treat as confidential. All other information which becomes known to me as a result of my employment, which the Verizon Group takes measures to protect, shall also be regarded as Confidential Company Information.
2. **Non-Disclosure.** I recognize and acknowledge that Confidential Company Information comprise valuable, special and unique assets of the Company's business. I will never, except as authorized by the Company in the performance of my duties, directly or indirectly, use or disclose any trade secret. During my employment by the Company and thereafter, I will not, except as authorized by the Company in the performance of my duties, directly or indirectly use or disclose to any person or entity any Confidential Company Information that I have or may acquire during my employment by the Company (whether or not developed or compiled by me and whether or not I have been authorized to have access to such Confidential Company Information). I will never take plans or specifications of Confidential Company Information, including equipment, software, types of configurations, list of the Verizon Group's customers, marketing and business plans or any part thereof to any person or entity for any reason or purpose whatsoever. Upon termination of my employment with the Company all records regarding any Confidential Company Information will be left with the Company.
3. **Non-Solicitation.** During my employment and for a period of twelve (12) months from and after the lawful termination of my employment, I will not, either directly or indirectly, separately or acting with or on behalf of others: (i) employ, solicit, persuade, or entice any Verizon Group managerial or technical employee to discontinue employment with the Verizon Group, to work for a competing enterprise; (ii) solicit the business of any Verizon Group customer, or any person or enterprise with which the Verizon Group has conducted business, supplied materials or performed services or whose business the Verizon Group had solicited during the 90 days prior to my termination, for the benefit of an enterprise competing with the Verizon Group and with which I or someone reporting to me was materially involved on behalf of the Verizon Group; or (iii) do business with or deal with any customer or person or entity for which the Verizon Group has done or solicited business during the ninety days prior to my termination for the benefit of any enterprise competing with the Verizon Group and with which I or someone reporting to me was materially involved on behalf of the Verizon Group.
4. **Enforcement.** In the event of a breach or threatened breach by me of the provisions of the Agreement, I agree that the Company shall be entitled to an injunction restraining me from disclosing, in whole or in part, Confidential Company Information (including, without limitation, trade secrets), and/or from rendering any services to any person or entity to whom such information, in whole or in part, has been threatened to be disclosed. I acknowledge and agree that the invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions of this Agreement, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted or modified, as applicable. Nothing herein shall be construed to replace or affect other legal rights of the Company or as prohibiting the Company from pursuing any other available remedy for such breach or threatened breach, including the recovery of damages from me. I agree that should the Company prevail in such action, the Company will be entitled to recover from me its reasonable attorneys' fees and costs. If a court should refuse to enforce any covenant because of

duty or agreement restricting activities reference herein or addressing rights or remedies of the Company, but shall be in addition to any such other duties or agreements.

5. Employment. I understand that this Agreement does not obligate the Company to employ me for any stated period of time. While employed, I agree not to be employed by, be a paid consultant to, or have any ownership interest exceeding one percent in, any business enterprise which is in direct competition with any of the Company's businesses.
6. Applicable Law. This Agreement shall be governed and interpreted according to the laws of India.
7. Acknowledgement. I hereby acknowledge and represent that I have fully read and understand this Agreement and that I consider all of the terms of my covenants and agreements set forth in this Agreement to be fair and reasonable and to be necessary to protect the Company's ongoing interests.

***I agree to the terms set forth in this Agreement.***

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

ZIFO  
R&D  
OFFER  
LETTER

## OFFER LETTER

OL-2022: 0609

Dear Kowshik Veeramuthu,

### Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of **Rs. 425,200/- p.a. (Rupees Four Lakhs Twenty Five Thousand Two Hundred only per annum)**. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

### Probation

You will be on probation for a period of 12 months from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

### Insurance Coverage

For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

### Leaves

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

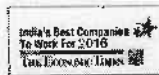
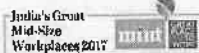
In addition to this, you can avail leave for **16 days** in your first year as part of the earned leave component.

### Maternity and Paternity Policy

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 14 continuous working days.

### Working Hours

Your working hours will be from **8:45 am to 5:45 pm** from Monday to Friday.





**KOTAK  
LIFE  
OFFER  
LETTER**



## Kotak Life Insurance Provisional Offer Letter

Date: 13-Jan-2023

From,  
Kotak Life  
Regional Office  
Chennai

To,  
PraveenKumar

Dear Praveen

Congratulations on being selected as **Management Trainee (Human Resources)** with Kotak Life through the Management Trainee program at L4 Grade. You will join the program in the month of June 2023.

It is an exciting time to join Kotak Life when we are strengthening our capabilities to increase customer focus, digitization as well as digitalization. The Management Trainees will hence play an integral role in this journey.

Kotak Life stands for *Hum Hain Hamesha*. We mean it when we say we care for our employees. Our focus is to provide you with long-term career opportunities within the organization and within the Kotak Group. We are proud to inform you that 4 of our Executive Committee leaders out of 7 had joined Kotak Group as Management Trainees. It is time for you to begin your leadership journey with us as a Management Trainee.

We look forward to your **#CareersforLife**.

Your fixed compensation will be **Rs. 4,50,000** per annum plus Confirmation bonus of **1,00,000** after completing one year

Your offer and appointment letter will be shared with you upon your acceptance of this provisional offer.

Acceptance needs to be shared at the mentioned email id: [Sanjay.raveendran@kotak.com](mailto:Sanjay.raveendran@kotak.com)

Yours truly,

Kotak Mahindra Life Insurance Company Ltd.

Authorized Signatory

Kotak Mahindra Life Insurance Company Limited  
CN: U66030MH2000PLC126503 | BDA Reg No. 107

Registered Office:

5th Floor,

Plot No. 12

G-Block, A.C. Badli (S)

Mumbai - 400 051

Corporate Office:

7th Floor, Kotak Infinit, Bldg. No. 21,

Infinity Park, Off W. E. Highway,

Central A.K. Yashwantrao, Malad (E),

Mumbai - 400 097, India.

T: +91 22 6625 7777

F: +91 22 6725 6196

<https://www.kotaklife.com>

Hum hain... hamesha



devikala@gojob... 10 Nov



to me, hemalatha, ma... ▾

Dear Evangeline,

## **Congratulations!**

On the onset of successful Interview completion, we are pleased to inform that your profile has been shortlisted and we would like to extend an Offer to join Golden Opportunities Pvt Ltd.

We are happy to have you being a part of our GO team and looking forward for a long term cordial working relationship with you!

You are expected to Join On 15 Nov 2023 – Wednesday by 9:00 AM at the address mentioned below.

## **Golden Opportunities Pvt Ltd**

New no: 6, Old no: 43, V Block, 12th Street, Annanagar, Chennai – 600040.



1. Name	M S ABDUL MAJEETH
2. Regn. No	SRO0748419
3. Name & Membership Number of Principal (Chartered Accountant) under whom receiving training.	AALOK N
M.No	233884
4. Date of Commencement of Articles training	07/Jun/2023
5. Date on which training is due to be completed	06/Jun/2026



PHOTOGRAPH(PASSPORT SIZE)

Signature of Student

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

(Signature of Principal with Rubber  
Stamp)

**NOTE:**

1. This Identity Card is valid only till the date mentioned in column 5. This card should be surrendered to the Principal on termination of training.
2. This card should be signed by the articled assistant and the employer at the prescribed places only and no where else. Under no circumstances, any rubber stamp and/or signature be affixed on the Photograph.



# Hewlett Packard Enterprise

## Global e-Business Operations Private Limited

1st floor, Hewlett Packard Enterprise  
SY No. 192, Whitefield Road, Mahadevapura Post  
Bengaluru- 560 048  
Karnataka  
India  
[www.hpe.com](http://www.hpe.com)

04/04/2023

Dear Aditya S/o Swaminathan.N,

We are pleased to extend to you an offer of employment with Hewlett Packard Enterprise ("HPE" or the "Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks being conducted either by HPE or an appropriate third party and the academics results (you must have successfully completed your Bachelor's degree in year 2023). The results of such background checks being favorable in HPE's reasonable opinion, and If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HPE. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

We hope you choose to join Hewlett Packard Enterprise and look forward to hearing from you soon. Let's build the future together.

Thanking you

**Global e-Business Operations Private Limited; 1st Floor, Hewlett Packard Enterprise, SY No. 192, Whitefield Road, Mahadevapura Post, Bengaluru – 560 048  
Karnataka, India**

04/04/2023

FOR Company

**Sailesh A J Menezes**  
Senior Director – Human Resources

FOR Employee

Name: Aditya Sreenivas S

Signature: Aditya

Date: 07/06/2023





# Hewlett Packard Enterprise

Aditya sreenivas.  
13/5,V.C.Garden 1st Street  
Chennai India 600028

Dear Aditya,

Welcome to Hewlett Packard Enterprise! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you at Global e-Business Operations Pvt. Ltd. of Hewlett Packard Enterprise ("HPE" or the "Company"). Your date of appointment is effective from your date of joining, which shall be on 28/08/2023.

Your appointment at Global e-Business Operations Pvt. Ltd. is on the following terms and conditions:

## 1 Remuneration (Mainstream employees only)

Your annual total gross remuneration will be made up of the following components

### 1.1 Basic Salary

You will be eligible for a Basic Salary. The amount towards the basic salary is mentioned in Annexure (I) against "(A) Basic Salary".

### Variable Pay Bonus (VPB)

In addition to your salary, you will be eligible to participate in one of the Company's variable pay plans (all of which are subject to modification from time to time), as determined by the Company's management. Variable pay bonuses are discretionary and based on business and individual results, therefore the fact that you may have received such a payment at any one time does not mean that you have any right to receive further payments in the future. Employees may participate in only one variable pay plan at a time.

### 1.2. Allowances and Benefits Plan (ABP):

You will be eligible to receive benefits under the Allowances and Benefits Plan of the Company and the maximum cost to Company in providing such benefits shall not exceed the amount as mentioned in Annexure (I) against "(B) Allowances and Benefits Plan". A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

### 1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund, as well as deduct an equivalent of 12% of your basic

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: Aditya Sreenivas S

Signature: Aditya

Date: 07/06/2023



# Hewlett Packard Enterprise

salary, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

## 1.4. Gratuity:

You will be eligible for Gratuity as defined under the payment of gratuity act and code on Social Security on implementation, which will be paid over and above the Base Salary.

## 1.5 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance as defined under Code on Social Security or applicable law, you will be eligible for coverage as per the said Act. Your share of contribution along with the Company's share of contribution will be remitted, as per the said Act.

## 1.6. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the Company policy.

## 1.7 Relocation Expenses

In the event of you having to relocate to your place of posting, the Company may agree to reimburse your relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount, if paid, is fully recoverable in the event you leave the Company within 12 months from your date of joining the Company. Reimbursement of relocation expenses are at the sole discretion of the Company.

## 2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: Sales Operations

Job Family: SOP-Sales Processing

Job Code & Job Title (Internal): 00035B - Sales Processing Associate II

Job Level: Primary

Salary Grade: M06

## 2.2. Work Place

You are initially appointed to work in our office in Chennai . You may be transferred or required to travel

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: Aditya Sreenivas

Signature: Aditya

Date: 07/06/2023



# Hewlett Packard Enterprise

for business/training at the sole discretion of the Company. You will normally be required to work from 8 30 AM – 5 30 PM, Monday through Friday. However, your actual working hours may vary according to the business activities of the Company. You agree to accept such hours of work without additional compensation, in accordance with applicable laws.

Your role is categorized as an Edge Worker pursuant to HPE's Global Edge-to-Office program. By accepting this offer, you acknowledge your opportunity to request a copy of HPE's Global Edge Work Policy from your recruiter and confirm you have exercised that opportunity to the extent appropriate before accepting the offer. This policy and related resources will also be available to you in your required onboarding activities. Your role's categorization as an Edge Worker (rather than Office Worker) is subject to change by HPE at its sole discretion without prior notice (subject to any notice required under applicable law).

## 2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

## 2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another or one department/entity to another. Your services can also be transferred to any of the Company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

## 2.5 Retirement

You will retire from the services of the Company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

## 2.6 Notice for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the Company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the Company, the Company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: Aditya Sreenivas S

Signature: Aditya

Date: 07/06/2023





# Hewlett Packard Enterprise

iii. Your position with the Company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% ABP only.

The Company reserves the right not to require you to attend work or carry out your employment duties for all or part of the notice period.

In case of your material breach of the Offer letter and these Terms (together, Agreement), or any of the Company's policies, or in case of misconduct, the Company has the right to terminate your services without notice. Upon termination of your employment for whatever reason, you will immediately return to the Company all Company assets including books, documents, papers, materials, credit cards and other properties belonging to the Company which may be in your possession or under your power or control.

You will not at any time after termination of this Agreement, for whatever reason, represent yourself as being in any way connected with the affairs of the Company

## 2.7 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

## 2.8 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the Company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

## 2.9 General Conditions

1) Your working hours, additional working hours (if any), weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers. You hereby provide your consent for the same.

2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: Aditya Sreenivas S

Signature: Aditya

Date: 07/06/2023



# Hewlett Packard Enterprise

exigencies of business.

- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by Hewlett Packard Enterprise Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bengaluru shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.
- 7) You will be eligible for promotion /salary increases based on company & your performance goals as defined by the Company from time to time.
- 8) You will be eligible for Annual Health Check-up once in a year which will be communicated as per company policy.
- 9) A brief description of the roles and responsibilities has been shared with you separately as part of the hiring process. This applies to the current role only and is subject to change as per company policy.
- 10) Minimum wages provisions would apply as applicable.

Enclosed:

- a) Annexure (I) - Annualized Compensation & Benefit Statement
- b) Annexure (II) - Allowances and Benefit Plan
- c) ARCIPD

Annualized Compensation & Benefits Statement – Annexure I

*All figures are INR per annum*

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: Aditya Sreenivas S

Signature: Aditya

Date: 07/06/2023



# Hewlett Packard Enterprise

(A) Basic Salary Rs 132,000.00

(B) Allowances and Benefits Plan Rs 175,810.80

IND - Provident Fund Rs 15,840.00

IND - Gratuity @ 4.81% of Basic Rs 6,349.20

IND - Differential Gratuity Plan Rs 0.00

*Company contribution to Gratuity @ 4.81% of basic salary under Payment of Gratuity Act or wages as defined under Code of Social Security on implementation.*

**Total Cost to Company** 330,000.00

## Annexure II

### Allowances and Benefits Plan (ABP)

Flexible Allowances and Benefits Plan:

1.a. Additional House Rent Allowance:

Up to 50% of Annual Basic can be allocated towards additional HRA

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord (OR)

1.b. Actual Rent paid towards Company Leased premises Supporting Documents: Lease Agreement

2. Children education allowance for maximum of 2 dependent children (Per child per month Rs.100) :  
Maximum Limit (per annum) - Rs.2,400

Supporting Documents: Declaration\*

3. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel):  
(Per child per month Rs.300)

Maximum Limit (per annum) - Rs.7,200 Supporting Documents- Declaration\*

4. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/  
restaurants during the course of the workday):

Maximum Limit (per annum): Rs. 26,400 Supporting Documents: As per program guidelines

5. Advance Bonus/Exgratia - For those earning basic salary up to Rs.21, 000/-pm Advance Bonus is paid towards payment of bonus under the Payment of Bonus Act, 1965 and Code on Wages as and when it is implemented. Those having basic salary above Rs.21, 000/-pm this amount will be treated as exgratia.

FOR Company

Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: Aditya Sreenivas S

Signature: Aditya

Date: 07/06/2023





# Hewlett Packard Enterprise

6. Personal Pay through Payroll - Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

7. Broadband and Telephone Reimbursement – Up to INR 24,000 per annum can be allocated.  
Supporting Documents: As per program guidelines

8. Please refer to the detailed policy documents available in the India benefits portal.

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities.

## Guidelines governing Allowances and Benefits Plan (ABP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme as defined under the Allowances and benefits plan and subject to available balance amounts under personal pay. The selection of benefits must be done in the Ceridian tool (Payroll vendor system).

2. The year for the purpose of this plan will be 1st April to 31st March.

3. While selection of the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:

- a) 25% of the annual kitty in Q1
- b) 25% of the annual kitty in Q2 & balance of Q1, if any
- c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
- d) 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 - April, May, June
- b) Q2 - July, August, September
- c) Q3 - October, November, December
- d) Q4 - January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the March salary and tax recovered appropriately.

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: Aditya Sreenivas S

Signature: Aditya

Date: 07/06/2023



# Hewlett Packard Enterprise

4. In the event of separation of an employee from the services of the Company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
5. The Company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.
6. Components / benefits offered as part of ABP are subject to change based on amendments to applicable tax laws / rules and Company policies.

## **Mandatory Documents List**

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

### **Please note**

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1. Relieving letter from previous employer:

Original required for verification - Yes

No of copies - Two

2. Letters supporting Employment viz., Offer letter, Service Certificate:

Original required for verification - Yes

No of copies - Two

3. Salary details of previous Employment:

Original required for verification - Yes

No of copies - Two

4. Education Certificates or Mark sheets with Provisional Certificates – 10th to Highest Degree:

Original required for verification - Yes

FOR Company

Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: Aditya Sreenivas S

Signature: Aditya

Date: 07/06/2023



# Hewlett Packard Enterprise

No of copies - Two

5. Copy of PAN card/Application ID for PAN card applied:

Original required for verification - No

No of copies - One

6. Age Proof – Copy of Aadhaar Card or Passport or Pan card or Driving license:

Original required for verification - No

No of copies - One

7. Photo identity proof – Copy of PAN Card or Passport or Driving license:

Original required for verification - No

No of copies - One

8. Address Proof to open bank account for salary credit – Copy of Rental Agreement or Driving license or Voter's ID

If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name:

Original required for verification - Yes

No of copies - One

9. Four passport size color photographs.

Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy.

No other types of photographs would be accepted:

Original required for verification - Yes

No of copies - Four

10. NSR Registration Number:

Original required for verification - N/A

No of copies - N/A

11. Note down your parents' dates of birth for nomination in PF, Gratuity:

Original required for verification - N/A

No of copies - N/A

FOR Company

**Sailesh A J Menezes**  
Senior Director – Human Resources

FOR Employee

Name: Aditya Sreenivas S

Signature: Aditya

Date: 07/06/2023



# Hewlett Packard Enterprise

## HPE Employee Letter of Assurance Agreement

### U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for Hewlett Packard Enterprise (HPE) I may, directly or indirectly, receive or access software and/or technical data which HPE has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

- Armenia
- Azerbaijan
- Belarus
- Burma (Myanmar)
- Cambodia
- Cuba
- Georgia
- Hong Kong
- Iran
- Iraq
- Kazakhstan
- Kyrgyzstan
- Laos
- Libya
- Macao (Macau)
- Moldova
- Mongolia
- North Korea (DPRK)
- People's Republic of China (PRC)
- Russia
- Sudan (Khartoum)

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: Aditya Sreenivas S

Signature: Aditya

Date: 07/06/2023





# Hewlett Packard Enterprise

Syria  
Tajikistan  
Turkmenistan  
Ukraine  
Ukraine (Crimea Region)  
Uzbekistan  
Venezuela  
Vietnam  
Yemen

## Agreement Regarding Confidential Information and Proprietary Developments India

Aditya sreenivas.

1. **Consideration and Relationship to Employment.** As a condition of my employment with Hewlett Packard Enterprise or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. **Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company.

I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: Aditya Sreenivas

Signature: Aditya

Date: 07/06/2023





# Hewlett Packard Enterprise

share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. **Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. **Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. **Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents,

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: Aditya Sreenivas S

Signature: Aditya

Date: 07/06/2023



# Hewlett Packard Enterprise

drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. **Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. **Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company.

I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

- (a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any customer of Company in pursuit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;
- (b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and
- (c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company.

As used here, "**Competing Line of Business**" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business).

"**Company Employee**" means an individual employed by or retained as a consultant to Company or its

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: Aditya Sreenivas S

Signature: Aditya

Date: 07/06/2023





# Hewlett Packard Enterprise

related corporations. "**Company Supplier**" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. **Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements.

For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. **Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. **Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be

FOR Company

Suresh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: Aditya Greenivas S

Signature: Aditya

Date: 07/06/2023



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assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. **Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. **Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: Aditya Sreenivas S

Signature: Aditya

Date: 07/06/2023



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka , India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

03 July, 2023

Mr Akhil R  
D1/16 Abhinayam Phase 3,  
Nolambur,  
Chennai,  
Tamil Nadu - 600095

Contact No: 9003154491  
Email: anikuttan2002@gmail.com

Dear Akhil,

**Subject: Appointment in the position of  
Tax Analyst**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before July 2023. In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before July 2023 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

**1. POSITION:**

You will be appointed in the position of **Tax Analyst** in TAX in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Chennai** office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.



### 3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

### 4. DATE OF JOINING:

As per our discussion your date of joining will be **10 July, 2023**

Your Work location will be 6th & 7th Floor, Olympia National Towers, Block 3, A3 & A4, North Phase, Guindy Industrial Estate, Chennai- 600032.

You will be invited to attend a 2-day **in-person** orientation program at the aforesaid work location of your's, on your date of joining. Additional details pertaining to the orientation session shall be shared with you shortly.

### 5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

### 6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,65,000/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### 7. TRANSFERABILITY:

Your initial place of posting will be Chennai. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

### 8. CONFIDENTIALITY:

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you





to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's

- c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.



## **9. INTELLECTUAL PROPERTY:**

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

## **10. LEAVE:**

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **11. PROVIDENT FUND AND GRATUITY PLANS:**

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

## **12. RETIREMENT:**

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **13. NOTICE PERIOD; TERMINATION:**

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the





Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

#### **14. PAST RECORD:**

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

#### **15. RULES AND REGULATIONS:**

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

#### **16. DUAL EMPLOYMENT:**

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

#### **17. PERSONAL DATA:**

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.



## **18. EMPLOYMENT VERIFICATION :**

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

## **19. SUBMISSION OF DOCUMENTS:**

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

## **20. MISCELLANEOUS:**

- a. The following annexures form an integral part of this agreement.
  - a) Annexure A - List of documents to be submitted
  - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction where you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.



- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,  
for **EY Global Delivery Services India LLP**

Signed By: Rahul.Dasgupta  
Reason: Offer Letter  
Location: Bangalore  
Date:07/03/2023 11:43:20

**Authorized Signatory**

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:  \_\_\_\_\_ Date: 2023 \_\_\_\_\_

Name: Akhil R \_\_\_\_\_



## Annexure A

Dear Akhil,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> <li>• Your Pan Card - Mandatory</li> <li>• Aadhaar Card - Mandatory</li> <li>• Your passport, voters ID, ration card, driving license or ESIC card</li> </ul>	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> <li>▸ Graduation/Post-graduation</li> </ul> Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified/ ATT Certification - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

### Notes:

You will receive an email from EY Feedback with a link to complete your documentation formalities. We recommend to complete your documentation 5 days prior to your date of joining. The next steps in your onboarding process will be initiated only after we receive your acknowledgement of the documents submission.

You will be invited to attend a 2-day **in-person** orientation program at the aforesaid work location of your's, on 10 July, 2023. You should have taken both doses of the COVID-19 vaccine. Please carry your COVID-19 vaccination certificate (Soft/Hard copy).



## Annexure B

<b>Name</b>	<b>Akhil R</b>	<b>DOJ</b>	<b>10 July, 2023</b>
<b>Designation</b>	<b>Tax Analyst</b>	<b>Service Line</b>	<b>TAX</b>
<b>Rank</b>	<b>44</b>		

<b>COMPONENTS</b>	<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary	12,167	1,46,000
House Rent Allowance (HRA)	6,083	73,000
Other allowance including flexible components 1	6,547	78,560
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
<b>Fixed compensation</b>	<b>30,417</b>	<b>3,65,000</b>

<b>Benefits (Estimated value)</b>		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		26,517
Gratuity 4		7,023
<b>Total of Benefits</b>		<b>33,540</b>

### Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

<sup>1</sup> You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.



## Insurance benefits

Benefit Type	Benefit Value	Features
<b>Group Medical Insurance</b>	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
<b>Group Personal Accident Insurance</b>	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
<b>Group Term Life insurance</b>	INR 10,95,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

<sup>4</sup> Gratuity will be paid as per provisions under the prevailing regulations.



**BONBLOC Technologies Private Limited**

Regd. Office address: Plot No. 19, Door no. 109/1, CTH Road, RCC Post, Thirumullaivayil, Chennai - 600109

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**June 21, 2023**

**Akshaya Guruprasad**  
**Old No.24 New No.28, Sai Gruha 12<sup>th</sup> Avenue,**  
**Ashok Nagar, Chennai,**  
**Tamil Nadu - 600083**

Dear Akshaya,

Congratulations! We are pleased to offer you a position of **Graduate Intern (“Software Development Trainee”)** at BONbLOC Technologies Private Limited (“Company”, “BB”). Compensation and training details are explained in the Appendix A.

This offer of employment is contingent upon satisfactory completion of all required pre-employment verification by BB, and satisfactory verification of the following joining day documents:

- Digital copy of passport size photograph
- Proof of graduation: Photocopy of your highest education degree certificate/provisional certificate and the photocopy of the mark sheets for each academic year for the highest degree attained. Photocopies should include both front and back sides of the certificate. Digital copies are acceptable.
- Proof of identity and address: Photocopy of your Aadhaar card and PAN Card. Digital copies are acceptable.

The terms of this offer are final and all prior communications of any form regarding offer terms you may have received from BB or its agents are voided. You agree that your electronic signature is the legal equivalent of your manual signature on this offer letter and the enclosed terms of employment, and consent to be legally bound.

This document package consists of your offer letter and terms and conditions of employment. Please send us your acceptance of this offer and enclosed terms of employment by electronically signing & returning this document package **no later than 23-Jun-23**. If we do not receive your signed acceptance of this document package by date **23-Jun-23**, this offer will automatically stand withdrawn.

Your assigned office location: Chennai

Agreed start date: 17-Jul-23

Please contact for any clarifications and assistance:

Ms. Jamunadevi Dhayanidhi

Email: [jamunadevi.dhayanidhi@bonbloc.com](mailto:jamunadevi.dhayanidhi@bonbloc.com), Phone: +91 98842 37599

We look forward to working with you.

Yours sincerely,

For **BONbLOC Technologies Private Limited**

Name of the authorized signatory

**Jamunadevi Dhayanidhi**

**ACCEPTANCE**

I agree to the terms and conditions of employment mentioned in the above.

Name: Akshaya Guruprasad

Signature:

Date: 06 / 23 / 2023

**APPENDIX – A: Software Development Trainee Program (“SDT”)**

1. The SDT program is aimed at preparing the trainees for an intensive and rewarding software development career at BONbLOC.
2. Trainees are expected to complete the SDT program in 6 months with extensions up to 30 days provided at the discretion of the Company
3. The program will have 3 phases namely, BASIC, INTERMEDIATE and ADVANCED. Each phase will have exit valuations based on which the trainee will move to the next phase of the training or full-time employment.
4. The trainees who are unable to clear the exit evaluation of a phase will likely be counselled out. This is required for the training to be competitive and equitably demanding.
5. The typical SDT program structure and the compensation during the program will be as follows: -

PHASE	DURATION	COMPENSATION
<b>BASIC</b>	1 MONTH	INR 6500 per month
<b>INTERMEDIATE</b>	2 MONTHS	INR 12000 per month
<b>ADVANCED</b>	3 MONTHS	INR 16500 per month

6. The compensation mentioned above will be paid after any deductions applicable in terms of Provident fund and other employee benefits as mentioned below: -

Particulars		BASIC	INTERMEDIATE	ADVANCED
<b>A</b>	Basic pay	3250	6000	8250
<b>B</b>	House rent Allowance	1625	3000	4125
<b>C</b>	Special Allowance	1625	1920	2640
<b>D</b>	<b>Sub Total</b>	<b>6500</b>	<b>10920</b>	<b>15015</b>
<b>E</b>	Less: Employee Contribution to Provident Fund	585	1080	1485
<b>F</b>	<b>Take home Salary before tax</b>	<b>5330</b>	<b>9840</b>	<b>13530</b>
<b>G</b>	Employer contribution to PF	585	1080	1485
<b>H</b>	<b>Total CTC</b>	<b>7085</b>	<b>12000</b>	<b>16500</b>

**\*All amounts in INR and per month**

7. Upon successful completion of the SDT program, the trainees will be offered full-time employment with BONbLOC as “Associate Software Engineers” with a compensation of Rs. 3,00,000 per annum
8. The trainees will sign a 24-month minimum service period clause when they successfully graduate from the SDT program and are offered a full-time employment with BONbLOC.
9. Trainees who do not complete the training and those who complete the training but decide to not take up the full-time employment will be required to pay the cost of training incurred on them till the date of exit.
10. Trainees who successfully graduate and join BONbLOC as full-time employees, will be required to pay Rs. 2,00,000 if they terminate the employment before the end of the 24-month period mentioned in clause 8 above.
11. All the terms and conditions of the employment given in Appendix – B will be applicable to the trainee during the training program except for the following clauses
  1. Probation – Clause 1a
  2. Employee Medical Insurance Scheme – Clause 4c
  3. Additional Benefits – Clause 5

**For BONbLOC Technologies Private Limited**



**Aravindaksha Raman**





## BONBLOC Technologies Private Limited

Regd. Office address: Plot No. 19, Door no. 109/1, CTH Road, RCC Post, Thirumullaivayil, Chennai - 600109

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### APPENDIX – B: Terms and Conditions of Employment

#### DEFINITIONS, TERMS & CONDITIONS OF EMPLOYMENT OFFER by BONbLOC Technologies Private Limited (“Company”, “BB”).

##### 1. APPOINTMENT

- a. Probation: You will be on probation for a period of 45 days from your date of joining. Your continued employment with BB may be subject to completion of probation period successfully, as defined in your probation period objectives, which will be shared with you on your date of joining. Please consult your HR partner for benefits eligibility during probation period.
- b. Work hours: BB work week generally will be Monday through Friday from 9 am to 6 pm, except for declared or observed holidays, with allowances for work breaks amounting to a total of 60 minutes during a workday. BB may request you to contribute additional and/or different work hours to meet specific deadlines or to be on call as needed.
- c. Training & Certification: BB may invest in specific work-related training and/or certification for you at any time during your employment with BB. You may decline to take the training or certification. If you accept the training or certification, you agree to repay all or a portion of such investment costs if you leave the services of the company within 12 months of such training or certification.
- d. Transferability: You may be assigned upon reasonable notice to any location in India or abroad where the Company requires you to work from. While working as a transferee, you will be governed by the rules, regulations, and conditions of service of that location.
- e. Retirement: You will automatically retire from the Company at the end of your birth month upon attaining the age of 63 years. For example, if you were born in January 1960, you would automatically retire from the company on January 31<sup>st</sup>, 2023. Standard exit process applies.

##### 2. TERMINATION, NOTICE PERIOD & FINAL SETTLEMENT

###### a. Termination without cause:

1. During your probation period either party, BB or you, can terminate the employment without advance notice. You may be relieved immediately under such conditions, and you may be eligible for final settlement (explained later in this section).
2. After completing probation period or upon earlier confirmation, you will be required to give advance notice **of 3 months** if you choose to terminate your employment with BB or pay a sum equivalent to the CTC salary for the number of days unserved, which will be calculated from the date of your written resignation to the end date of the notice period or relieving date as agreed.
3. Company may choose to terminate your employment without cause any time during or after the probation period as warranted (for example: adverse business conditions resulting from any cause) and in such cases, the company may give you written notice of termination. You may be relieved immediately or after an agreed service period, and you may be eligible for final settlement (explained later in this section).

###### b. Termination with cause:

1. You may be terminated without notice and may be relieved immediately without compensation or final settlement of any kind, in the event of “termination with cause” such as:
  - i. unsatisfactory performance as determined by your managers or customers
  - ii. unacceptable behavior such as workplace or public misconduct, workplace harassment, misappropriation or misuse of company property, violation of code of conduct, unethical behavior or any behavior considered to be detrimental to the best interest of the company, its employees, its customers or business partners
  - iii. any other situation where you failed to demonstrate acceptable code of conduct
- c. Final Settlement refers to any money owed by the company to you or by you to the company, after accounting for all adjustments such as deductions, penalties, recovery for loss of company property not limited to laptops, training and certification, access cards, identification cards, customer or company physical or intellectual property handled by you, or any other physical assets of the company handled by you.



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- d. A relieving notification shall be issued only after a final settlement has been agreed and processed. Termination would be in effect regardless of final settlement status
- e. Email is an acceptable form for all written notification and communication purposes.

### 3. LOCATION

Your work location will be your assigned office location stated on the offer, or as deployed by BB. You hereby agree to BB's decisions on relocation and deployment by signing this document.

### 4. COMPENSATION:

In addition to your CTC, you will be eligible for additional cash and non-cash compensation from time to time as explained in the additional benefits section. As such, you may consider your total compensation to include the additional benefits.

### 5. STANDARD BENEFITS

You would be eligible for the following standard benefits, governed by applicable local regulations and policies, starting from your joining date:

- Paid Time Off (PTO): You will be eligible for paid sick and causal absences, as explained in our company paid time off policy.
- Paid holidays: You will be eligible to avail paid holidays for the year as declared by the Company
- Vacation: You will be eligible for paid vacation days based on the duration of your service with the company, as explained in our company paid time off policy.
- Health Insurance: Company offers group medical insurance policy which includes the employee, their spouse and their children for a sum assured of Rs. 2,00,000 per policy, the premium for which will be borne by the company
- Participation in provident fund plan: You are eligible and required to participate and contribute per month, a sum equal to Rs. 1800 or 12% of your salary less HRA, whichever is lower. The company will match your contribution up to Rs. 1800 or 12% of your salary less HRA, per month, whichever is lower. You can voluntarily increase the contribution without any commensurate match from the company. Please let your HRBP know if you want to voluntarily increase your contribution.
- Gratuity plan: All employees who complete 5 years of continuous employment with the company are eligible to receive gratuity at the rates applicable at the time of their exit from the company.
- Other: Any other standard benefit announced at any time by BB

### 6. ADDITIONAL BENEFITS

You would be eligible for the following additional benefits, paid at the discretion of BB:

- Joining Bonus: Any joining bonus paid to you may be recovered from your final settlement if you leave your employment with BB within 1 year from joining date
- Work Anniversary Bonus: Cash bonus paid during the month following your work anniversary
- Recognition Incentives: Cash or non-cash incentives paid recognizing your accomplishments
- Other Bonus: Cash bonus paid at any time during the year.
- Other discretionary cash and non-cash benefits announced from time to time.

### 7. EXPENSES CLAIM & REIMBURSEMENT

You agree to follow company policy for incurring and claiming any expenses, including travel and entertainment, necessary to complete your assigned duties at BB. Company shall reimburse approved expenses incurred and claimed according to company policy. Expenses must be pre-approved whenever possible. For more details, please refer to expense claim and reimbursement policy in the employee handbook.

### 8. NON-COMPETE & NON-SOLICITATION AGREEMENT

During the term of your employment AND for a period of 3 years after the termination of your employment with or without cause, you agree not to:

- solicit or accept employment with any of the Company's Affiliates or Customers.



## BONBLOC Technologies Private Limited

Regd. Office address: Plot No. 19, Door no. 109/1, CTH Road, RCC Post, Thirumullaivayil, Chennai - 600109

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- employ, solicit the employment of, or encourage or aid any other party to employ or solicit the employment of any Company employee
- engage in any business directly or indirectly competing with the Company

### 9. DEFINITIONS, RESTRICTIVE COVENANTS & OTHER TERMS OF EMPLOYMENT

You acknowledge that you have read and understood and agree to abide by ALL the terms of this offer package.

Employment with BB is "at will" subject to the invocation of termination rights, with or without cause, at any time, at the option of either the Company or the employee in accordance with the terms of employment.

As used in this Employment Agreement the following terms have the following meanings:

- a. "Affiliate" means any person or entity which controls, is controlled by or is under common control with the Company, and "control" means, with respect to any entity, the possession, direct or indirect, of the power to direct or cause the direction of the management and policies of such entity, whether through ownership of voting securities, by employment or otherwise.
- b. "Company Product" means (i) any product or service which the Company or any of its Affiliates is marketing, selling or developing, and (ii) any other product or service which the Company or any of its Affiliates has marketed, sold or developed at any time during a period of 10 years, immediately prior to the date of termination of employment.
- c. "Confidential Information" means all information concerning or related to the business, operations, financial condition, or prospects of the Company or any of its Affiliates, regardless of the form in which such information appears and whether or not such information has been reduced to a tangible form, and specifically includes
  1. all information regarding the officers, directors, employees, equity holders, customers, suppliers, distributors, sales representatives and licensees of the Company and its Affiliates, in each case whether past, present, or prospective, including sales and pricing information and procedures, customer lists, and business and marketing plans
  2. all inventions, discoveries, trade secrets, processes, techniques, methods, formulae, ideas, system designs, program materials (including source and object code and system and user documentation), operating processes, equipment design, product specifications, and know-how of the Company, its Affiliates, AND its customers
  3. financial statements, audit reports, budgets and business plans or forecasts of the Company and its Affiliates"Employee Work" means all written and graphic materials, computer software, inventions, discoveries, and improvements authored, prepared, conceived, or made by you during the term of your employment with the Company and which are related to the business of the Company.
- d. "Territory" at any time means any location in any country, in which the Company or any of its Affiliates has marketed or sold any Company Products at any time during a period of 10 years immediately prior to the date of your employment termination.
- e. "Customer" or "Client" means any organization or person to which BB has provided services and with whom you have had direct or indirect contact during your employment with BB
- f. "Prospective Customer" or "Prospective Client" means a person, or another organization or person to which BB has, within the twelve months period preceding termination or exit of your employment, has/had submitted a proposal to provide services, the preparation of which included your direct involvement
- g. **Covenant against Disclosure:** During and after your employment/engagement with BB, you agree not to disclose or use any knowledge or information of an unpublished, confidential, proprietary, or trade secret nature generated or otherwise acquired by you from BB or its customers.
- h. You understand that BB employees or any of its suppliers, licensors, or customers may disclose to you, information relating to the technology, systems methods of operations, products, and business data of BB or its suppliers, licensors, or customers and, you therefore agree to the



## BONBLOC Technologies Private Limited

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following:

- i. to accept and retain such data and information in complete confidence and, always during or after the termination of your employment, not to disclose or reveal such data or information to others and refrain from using such data for purposes other than those purposes authorized in writing by BB.
  - ii. not to directly or indirectly publish, communicate, divulge, or describe to any unauthorized person nor use, claim, patent, or copyright any such data or information during the term of your employment or at any subsequent time without prior written consent of BB.
  - iii. to keep the details of business relationships of BB with its BB suppliers, licensors, or customers confidential.
- i. By signing and accepting this package, you acknowledge that you may have the opportunity to access trade secrets and other confidential business information belonging to the Company during the employment period, and understand that divulging such information to any third party may cause irreparable damage to the business continuity and survival of the Company, and agree not to divulge such confidential information belonging to the Company to any third party, press, media in any form accessible by third party, press, media, for a period of 5 years from the final day of your employment, and agree that the Company can pursue damage claims or other reparation through all available legal measures.
  - j. Promptly after termination of the employment for any reason, you or your personal representative shall return to the Company all property of the Company then in your possession, including without limitation papers, laptops, documents, computer disks, vehicles, keys, credit cards and Confidential Information, and shall neither make nor retain copies of the same
  - k. You agree to observe all work rules specified in practice or policy that the Company may establish from time to time.
  - l. You agree that, during the period of your employment with the Company, you will not
    - i. take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
    - ii. commit/involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudice the interest(s) / goodwill of the Company.
  - m. You agree that you will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine, publication about Company's products, services, customers' products or services, or any matter with which the Company may be concerned, unless you have previously obtained written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company's policies.
  - n. Miscellaneous: The validity or enforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision. These terms and conditions embody the entire Agreement between you and BB, the parties hereto, and supersedes all prior or contemporaneous, oral or written understandings, negotiations, or communications on behalf of such parties.
  - o. Jurisdiction: This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.
  - p. Taxes: All payments made to you by this Company shall be subject to the deduction of applicable taxes as per the prevailing local statutory provisions.

### 10. CONFLICT OF INTEREST

Any opportunity to advance personal interest over BB interest in any form is considered a conflict-of-interest situation within the context of this policy. BB expects all employees to act in such a manner



**BONBLOC Technologies Private Limited**

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that protects BB's best interest exclusively.

- a. You agree to disclose existing relationships (contracts, investments, working arrangements of any kind) that could cause potential conflicts in your role within BB, prior to accepting the offer and agree to resolve such conflicts of interest before joining BB as an employee; further, you agree that non-disclosure or not resolving such conflicts prior to joining BB as an employee constitutes a breach of BB conflict of interest policy
- b. You agree to abide by BB conflict of interest policy, included in your employee handbook, throughout your tenure as an employee of the company.
- c. You agree that breach of BB conflict of interest policy could result in your employment termination with cause and without benefits or compensation of any kind

**11. EMPLOYEE HANDBOOK AND CODE OF CONDUCT**

You will be provided with a copy of the Employee Handbook. The Handbook details BB's code of conduct, policies and procedures to be followed during your employment with BB. You agree to read the handbook and return a signed copy for our records. The Handbook and your agreement to abide by the rules laid out in the handbook will become an integral part of this employment agreement. Any violation of or non-adherence to the norms detailed in the handbook may result in immediate termination of employment with BB with cause and without compensation.

- 12.** You agree that the above terms and conditions are subject to review and change. You agree to abide by Company's policies that may change from time to time.

**ACCEPTANCE**

I agree to the terms and conditions of employment mentioned in the above.

Name: Akshaya Guruprasad

Signature: 

Date: 06 / 23 / 2023

Title	Offer - Akshaya Guruprasad
File name	Offer_Akshaya Guruprasad.pdf
Document ID	cfe14b895a37f4aec88f2c1ed0d84e25e80f6f15
Audit trail date format	MM / DD / YYYY
Status	● Signed

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## Document history



SENT

**06 / 21 / 2023**

16:28:26 UTC

Sent for signature to Jamunadevi Dhayanidhi (jamunadevi.dhayanidhi@bonbloc.com), Akshaya Guruprasad (akshayaguru1411@gmail.com) and Aravindaksha Raman (aravindaksha.raman@bonbloc.com) from admin@bonbloc.com  
IP: 45.119.28.99



VIEWED

**06 / 23 / 2023**

17:46:06 UTC

Viewed by Jamunadevi Dhayanidhi (jamunadevi.dhayanidhi@bonbloc.com)  
IP: 49.204.131.221



SIGNED

**06 / 23 / 2023**

17:46:25 UTC

Signed by Jamunadevi Dhayanidhi (jamunadevi.dhayanidhi@bonbloc.com)  
IP: 49.204.131.221



VIEWED

**06 / 23 / 2023**

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Viewed by Akshaya Guruprasad (akshayaguru1411@gmail.com)  
IP: 49.204.119.143

Title	Offer - Akshaya Guruprasad
File name	Offer_Akshaya Guruprasad.pdf
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### Document history



**06 / 23 / 2023**  
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IP: 49.204.119.143



**06 / 24 / 2023**  
02:46:00 UTC

Viewed by Aravindaksha Raman  
(aravindaksha.raman@bonbloc.com)  
IP: 183.82.178.63



**06 / 24 / 2023**  
02:46:28 UTC

Signed by Aravindaksha Raman  
(aravindaksha.raman@bonbloc.com)  
IP: 183.82.178.63



**06 / 24 / 2023**  
02:46:28 UTC

The document has been completed.



BUSINESS INTEGRITY SERVICES

**BIS**

EXECUTING PERFECTION



**Alvin Manjul Philip**

**Emp Id : BIS1029**





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**June 21, 2023**

**Aniruth Suresh**

**27, G1, Daniel Enclave, Venkateshwara Colony 11<sup>th</sup> Street,  
Arul Nagar Main Road, Madhavaram, Chennai  
Tamil Nadu - 600051**

Dear Aniruth,

Congratulations! We are pleased to offer you a position of **Graduate Intern ("Software Development Trainee")** at BONbLOC Technologies Private Limited ("Company", "BB"). Compensation and training details are explained in the Appendix A.

This offer of employment is contingent upon satisfactory completion of all required pre-employment verification by BB, and satisfactory verification of the following joining day documents:

- Digital copy of passport size photograph
- Proof of graduation: Photocopy of your highest education degree certificate/provisional certificate and the photocopy of the mark sheets for each academic year for the highest degree attained. Photocopies should include both front and back sides of the certificate. Digital copies are acceptable.
- Proof of identity and address: Photocopy of your Aadhaar card and PAN Card. Digital copies are acceptable.

The terms of this offer are final and all prior communications of any form regarding offer terms you may have received from BB or its agents are voided. You agree that your electronic signature is the legal equivalent of your manual signature on this offer letter and the enclosed terms of employment, and consent to be legally bound.

This document package consists of your offer letter and terms and conditions of employment. Please send us your acceptance of this offer and enclosed terms of employment by electronically signing & returning this document package **no later than 23-Jun-23**. If we do not receive your signed acceptance of this document package by date **23-Jun-23**, this offer will automatically stand withdrawn.

Your assigned office location: Chennai

Agreed start date: 17-Jul-23

Please contact for any clarifications and assistance:

Ms. Jamunadevi Dhayanidhi

Email: [jamunadevi.dhayanidhi@bonbloc.com](mailto:jamunadevi.dhayanidhi@bonbloc.com), Phone: +91 98842 37599

We look forward to working with you.

Yours sincerely,

For **BONbLOC Technologies Private Limited**

Name of the authorized signatory

**Jamunadevi Dhayanidhi**

**ACCEPTANCE**

I agree to the terms and conditions of employment mentioned in the above.

Name: Aniruth Suresh

Signature: *Aniruth S*

Date: 06 / 23 / 2023

**APPENDIX – A: Software Development Trainee Program (“SDT”)**

1. The SDT program is aimed at preparing the trainees for an intensive and rewarding software development career at BONbLOC.
2. Trainees are expected to complete the SDT program in 6 months with extensions up to 30 days provided at the discretion of the Company
3. The program will have 3 phases namely, BASIC, INTERMEDIATE and ADVANCED. Each phase will have exit valuations based on which the trainee will move to the next phase of the training or full-time employment.
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PHASE	DURATION	COMPENSATION
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<b>H</b>	<b>Total CTC</b>	<b>7085</b>	<b>12000</b>	<b>16500</b>

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7. Upon successful completion of the SDT program, the trainees will be offered full-time employment with BONbLOC as “Associate Software Engineers” with a compensation of Rs. 3,00,000 per annum
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11. All the terms and conditions of the employment given in Appendix – B will be applicable to the trainee during the training program except for the following clauses
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  3. Additional Benefits – Clause 5

**For BONbLOC Technologies Private Limited**

  
**Aravindaksha Raman**



## BONBLOC Technologies Private Limited

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- b. Work hours: BB work week generally will be Monday through Friday from 9 am to 6 pm, except for declared or observed holidays, with allowances for work breaks amounting to a total of 60 minutes during a workday. BB may request you to contribute additional and/or different work hours to meet specific deadlines or to be on call as needed.
- c. Training & Certification: BB may invest in specific work-related training and/or certification for you at any time during your employment with BB. You may decline to take the training or certification. If you accept the training or certification, you agree to repay all or a portion of such investment costs if you leave the services of the company within 12 months of such training or certification.
- d. Transferability: You may be assigned upon reasonable notice to any location in India or abroad where the Company requires you to work from. While working as a transferee, you will be governed by the rules, regulations, and conditions of service of that location.
- e. Retirement: You will automatically retire from the Company at the end of your birth month upon attaining the age of 63 years. For example, if you were born in January 1960, you would automatically retire from the company on January 31<sup>st</sup>, 2023. Standard exit process applies.

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1. During your probation period either party, BB or you, can terminate the employment without advance notice. You may be relieved immediately under such conditions, and you may be eligible for final settlement (explained later in this section).
2. After completing probation period or upon earlier confirmation, you will be required to give advance notice of **3 months** if you choose to terminate your employment with BB or pay a sum equivalent to the CTC salary for the number of days unserved, which will be calculated from the date of your written resignation to the end date of the notice period or relieving date as agreed.
3. Company may choose to terminate your employment without cause any time during or after the probation period as warranted (for example: adverse business conditions resulting from any cause) and in such cases, the company may give you written notice of termination. You may be relieved immediately or after an agreed service period, and you may be eligible for final settlement (explained later in this section).

###### b. Termination with cause:

1. You may be terminated without notice and may be relieved immediately without compensation or final settlement of any kind, in the event of “termination with cause” such as:
  - i. unsatisfactory performance as determined by your managers or customers
  - ii. unacceptable behavior such as workplace or public misconduct, workplace harassment, misappropriation or misuse of company property, violation of code of conduct, unethical behavior or any behavior considered to be detrimental to the best interest of the company, its employees, its customers or business partners
  - iii. any other situation where you failed to demonstrate acceptable code of conduct
- c. Final Settlement refers to any money owed by the company to you or by you to the company, after accounting for all adjustments such as deductions, penalties, recovery for loss of company property not limited to laptops, training and certification, access cards, identification cards, customer or company physical or intellectual property handled by you, or any other physical assets of the company handled by you.



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- d. A relieving notification shall be issued only after a final settlement has been agreed and processed. Termination would be in effect regardless of final settlement status
- e. Email is an acceptable form for all written notification and communication purposes.

### 3. LOCATION

Your work location will be your assigned office location stated on the offer, or as deployed by BB. You hereby agree to BB's decisions on relocation and deployment by signing this document.

### 4. COMPENSATION:

In addition to your CTC, you will be eligible for additional cash and non-cash compensation from time to time as explained in the additional benefits section. As such, you may consider your total compensation to include the additional benefits.

### 5. STANDARD BENEFITS

You would be eligible for the following standard benefits, governed by applicable local regulations and policies, starting from your joining date:

- Paid Time Off (PTO): You will be eligible for paid sick and causal absences, as explained in our company paid time off policy.
- Paid holidays: You will be eligible to avail paid holidays for the year as declared by the Company
- Vacation: You will be eligible for paid vacation days based on the duration of your service with the company, as explained in our company paid time off policy.
- Health Insurance: Company offers group medical insurance policy which includes the employee, their spouse and their children for a sum assured of Rs. 2,00,000 per policy, the premium for which will be borne by the company
- Participation in provident fund plan: You are eligible and required to participate and contribute per month, a sum equal to Rs. 1800 or 12% of your salary less HRA, whichever is lower. The company will match your contribution up to Rs. 1800 or 12% of your salary less HRA, per month, whichever is lower. You can voluntarily increase the contribution without any commensurate match from the company. Please let your HRBP know if you want to voluntarily increase your contribution.
- Gratuity plan: All employees who complete 5 years of continuous employment with the company are eligible to receive gratuity at the rates applicable at the time of their exit from the company.
- Other: Any other standard benefit announced at any time by BB

### 6. ADDITIONAL BENEFITS

You would be eligible for the following additional benefits, paid at the discretion of BB:

- Joining Bonus: Any joining bonus paid to you may be recovered from your final settlement if you leave your employment with BB within 1 year from joining date
- Work Anniversary Bonus: Cash bonus paid during the month following your work anniversary
- Recognition Incentives: Cash or non-cash incentives paid recognizing your accomplishments
- Other Bonus: Cash bonus paid at any time during the year.
- Other discretionary cash and non-cash benefits announced from time to time.

### 7. EXPENSES CLAIM & REIMBURSEMENT

You agree to follow company policy for incurring and claiming any expenses, including travel and entertainment, necessary to complete your assigned duties at BB. Company shall reimburse approved expenses incurred and claimed according to company policy. Expenses must be pre-approved whenever possible. For more details, please refer to expense claim and reimbursement policy in the employee handbook.

### 8. NON-COMPETE & NON-SOLICITATION AGREEMENT

During the term of your employment AND for a period of 3 years after the termination of your employment with or without cause, you agree not to:

- solicit or accept employment with any of the Company's Affiliates or Customers.



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- employ, solicit the employment of, or encourage or aid any other party to employ or solicit the employment of any Company employee
- engage in any business directly or indirectly competing with the Company

### 9. DEFINITIONS, RESTRICTIVE COVENANTS & OTHER TERMS OF EMPLOYMENT

You acknowledge that you have read and understood and agree to abide by ALL the terms of this offer package.

Employment with BB is "at will" subject to the invocation of termination rights, with or without cause, at any time, at the option of either the Company or the employee in accordance with the terms of employment.

As used in this Employment Agreement the following terms have the following meanings:

- a. "Affiliate" means any person or entity which controls, is controlled by or is under common control with the Company, and "control" means, with respect to any entity, the possession, direct or indirect, of the power to direct or cause the direction of the management and policies of such entity, whether through ownership of voting securities, by employment or otherwise.
- b. "Company Product" means (i) any product or service which the Company or any of its Affiliates is marketing, selling or developing, and (ii) any other product or service which the Company or any of its Affiliates has marketed, sold or developed at any time during a period of 10 years, immediately prior to the date of termination of employment.
- c. "Confidential Information" means all information concerning or related to the business, operations, financial condition, or prospects of the Company or any of its Affiliates, regardless of the form in which such information appears and whether or not such information has been reduced to a tangible form, and specifically includes
  1. all information regarding the officers, directors, employees, equity holders, customers, suppliers, distributors, sales representatives and licensees of the Company and its Affiliates, in each case whether past, present, or prospective, including sales and pricing information and procedures, customer lists, and business and marketing plans
  2. all inventions, discoveries, trade secrets, processes, techniques, methods, formulae, ideas, system designs, program materials (including source and object code and system and user documentation), operating processes, equipment design, product specifications, and know-how of the Company, its Affiliates, AND its customers
  3. financial statements, audit reports, budgets and business plans or forecasts of the Company and its Affiliates"Employee Work" means all written and graphic materials, computer software, inventions, discoveries, and improvements authored, prepared, conceived, or made by you during the term of your employment with the Company and which are related to the business of the Company.
- d. "Territory" at any time means any location in any country, in which the Company or any of its Affiliates has marketed or sold any Company Products at any time during a period of 10 years immediately prior to the date of your employment termination.
- e. "Customer" or "Client" means any organization or person to which BB has provided services and with whom you have had direct or indirect contact during your employment with BB
- f. "Prospective Customer" or "Prospective Client" means a person, or another organization or person to which BB has, within the twelve months period preceding termination or exit of your employment, has/had submitted a proposal to provide services, the preparation of which included your direct involvement
- g. **Covenant against Disclosure:** During and after your employment/engagement with BB, you agree not to disclose or use any knowledge or information of an unpublished, confidential, proprietary, or trade secret nature generated or otherwise acquired by you from BB or its customers.
- h. You understand that BB employees or any of its suppliers, licensors, or customers may disclose to you, information relating to the technology, systems methods of operations, products, and business data of BB or its suppliers, licensors, or customers and, you therefore agree to the



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following:

- i. to accept and retain such data and information in complete confidence and, always during or after the termination of your employment, not to disclose or reveal such data or information to others and refrain from using such data for purposes other than those purposes authorized in writing by BB.
  - ii. not to directly or indirectly publish, communicate, divulge, or describe to any unauthorized person nor use, claim, patent, or copyright any such data or information during the term of your employment or at any subsequent time without prior written consent of BB.
  - iii. to keep the details of business relationships of BB with its BB suppliers, licensors, or customers confidential.
- i. By signing and accepting this package, you acknowledge that you may have the opportunity to access trade secrets and other confidential business information belonging to the Company during the employment period, and understand that divulging such information to any third party may cause irreparable damage to the business continuity and survival of the Company, and agree not to divulge such confidential information belonging to the Company to any third party, press, media in any form accessible by third party, press, media, for a period of 5 years from the final day of your employment, and agree that the Company can pursue damage claims or other reparation through all available legal measures.
  - j. Promptly after termination of the employment for any reason, you or your personal representative shall return to the Company all property of the Company then in your possession, including without limitation papers, laptops, documents, computer disks, vehicles, keys, credit cards and Confidential Information, and shall neither make nor retain copies of the same
  - k. You agree to observe all work rules specified in practice or policy that the Company may establish from time to time.
  - l. You agree that, during the period of your employment with the Company, you will not
    - i. take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
    - ii. commit/involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudice the interest(s) / goodwill of the Company.
  - m. You agree that you will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine, publication about Company's products, services, customers' products or services, or any matter with which the Company may be concerned, unless you have previously obtained written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company's policies.
  - n. Miscellaneous: The validity or enforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision. These terms and conditions embody the entire Agreement between you and BB, the parties hereto, and supersedes all prior or contemporaneous, oral or written understandings, negotiations, or communications on behalf of such parties.
  - o. Jurisdiction: This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.
  - p. Taxes: All payments made to you by this Company shall be subject to the deduction of applicable taxes as per the prevailing local statutory provisions.

### 10. CONFLICT OF INTEREST

Any opportunity to advance personal interest over BB interest in any form is considered a conflict-of-interest situation within the context of this policy. BB expects all employees to act in such a manner



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that protects BB's best interest exclusively.

- a. You agree to disclose existing relationships (contracts, investments, working arrangements of any kind) that could cause potential conflicts in your role within BB, prior to accepting the offer and agree to resolve such conflicts of interest before joining BB as an employee; further, you agree that non-disclosure or not resolving such conflicts prior to joining BB as an employee constitutes a breach of BB conflict of interest policy
- b. You agree to abide by BB conflict of interest policy, included in your employee handbook, throughout your tenure as an employee of the company.
- c. You agree that breach of BB conflict of interest policy could result in your employment termination with cause and without benefits or compensation of any kind

**11. EMPLOYEE HANDBOOK AND CODE OF CONDUCT**

You will be provided with a copy of the Employee Handbook. The Handbook details BB's code of conduct, policies and procedures to be followed during your employment with BB. You agree to read the handbook and return a signed copy for our records. The Handbook and your agreement to abide by the rules laid out in the handbook will become an integral part of this employment agreement. Any violation of or non-adherence to the norms detailed in the handbook may result in immediate termination of employment with BB with cause and without compensation.

- 12.** You agree that the above terms and conditions are subject to review and change. You agree to abide by Company's policies that may change from time to time.

**ACCEPTANCE**

I agree to the terms and conditions of employment mentioned in the above.

Name: Aniruth Suresh

Signature: *Aniruth S*

Date: 06 / 23 / 2023

Title	Offer - Aniruth Suresh
File name	Offer_Aniruth Suresh.pdf
Document ID	860ed63a8dd974660bb150fed1d6a311f8e7d376
Audit trail date format	MM / DD / YYYY
Status	● Signed

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## Document history

 SENT	<b>06 / 21 / 2023</b> 16:24:02 UTC	Sent for signature to Jamunadevi Dhayanidhi (jamunadevi.dhayanidhi@bonbloc.com), Aniruth Suresh (aniruth824@gmail.com) and Aravindaksha Raman (aravindaksha.raman@bonbloc.com) from admin@bonbloc.com IP: 45.119.28.99
 VIEWED	<b>06 / 23 / 2023</b> 17:47:00 UTC	Viewed by Jamunadevi Dhayanidhi (jamunadevi.dhayanidhi@bonbloc.com) IP: 49.204.131.221
 SIGNED	<b>06 / 23 / 2023</b> 17:47:21 UTC	Signed by Jamunadevi Dhayanidhi (jamunadevi.dhayanidhi@bonbloc.com) IP: 49.204.131.221
 VIEWED	<b>06 / 23 / 2023</b> 17:51:11 UTC	Viewed by Aniruth Suresh (aniruth824@gmail.com) IP: 223.178.85.93



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**06 / 23 / 2023**  
17:59:36 UTCSigned by Aniruth Suresh (aniruth824@gmail.com)  
IP: 223.178.85.93**06 / 24 / 2023**  
02:44:07 UTCViewed by Aravindaksha Raman  
(aravindaksha.raman@bonbloc.com)  
IP: 183.82.178.63**06 / 24 / 2023**  
02:44:28 UTCSigned by Aravindaksha Raman  
(aravindaksha.raman@bonbloc.com)  
IP: 183.82.178.63**06 / 24 / 2023**  
02:44:28 UTC

The document has been completed.

## EIYARKAI THREE LIFE SCIENCES LLP

#63, Cross st., T. H. Road, Venbakkam

Ponneri, Thiruvallur Dist - 601204,

Tamil Nadu, INDIA

Tel : 044-27973401

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

May 29, 2023

Aravindh S K

#2/6, Manali New Town,

Chennai., Tamil Nadu - 600103

Dear Aravindh S K

### Employment Agreement

Welcome to Eiyarkai Three Life Sciences Family!

We are pleased to offer you the position of "Research Technologist" in Eiyarkai Three Life Sciences LLP with effect from, May 29, 2023.

Your location of work would be Eiyarkai Three Life Sciences LLP, Survey No: 63, Cross St., Venbakkam, T. H. Road, Ponneri, 601204.

In the performance of your duties you will report directly to Mr. Mohanraj, Director. The Compensation and benefits being offered to you are detailed in Annexure I.

You will be on probation for a period of six months and will be confirmed based on your performance assessment at the end of six months.

You are expected at all times to faithfully, assiduously and to the best of your ability, experience and talent, perform to the company's satisfaction, all of the duties that may be assigned to you, from time to time.



Eiyarkai Three®  
meet tomorrow today



You acknowledge that, you have been made aware of maintaining your Confidentiality obligations with your previous employer(s). You agree that you will abide by your obligations to your past employer(s), in all matters relating to your employment by Eiyarkai Three Life Sciences LLP and that if anyone asks you to take any action or to decline any action, and such action or omission could result in a violation of such obligations, you will refuse to do so and will notify the Director, Eiyarkai Three Life Sciences LLP.

Please go through the annexure (Annexure I and Annexure II) which details compensation and benefits being offered to you as well as other terms of employment. This letter along with annexure forms the entire employment agreement and you are requested to sign and return one set of the agreement in conformity of the terms of your employment.

We look forward to a mutually beneficial and satisfying association.

Best Wishes,

Mohanraj  
For Eiyarkai Three Life Sciences LLP

Kind

DIRECTOR

Accepted By:

Mr. Aravindh S K



**Aravindh S**  
Chennai

Dear **Aravindh**,

Congratulations! We are happy to offer you the position of **Management Trainee - Sales** in our company, PickYourTrail. PickYourTrail is a travel technology company, which aims to change the way people experience vacations. We hope that your contribution will enable us to cross many frontiers together.

This Letter of Invitation includes Details of Compensation and Annexure as listed below:

Annexure 1: Terms and Conditions

Annexure 2: Compensation Details

To accept this offer, please sign and return one copy of this offer letter and annexure and retain the other copy for your records. We request you to keep this offer letter confidential. In case you do not return the accepted and signed copy of this offer letter within 7 working days, the offer may stand withdrawn. The Company reserves the right to withdraw the offer made to you, before your acceptance, without providing any reasons to you.

The proposed start date of your employment at PickYourTrail is **July 3rd, 2023 with 3 months probation**. Please confirm the date of joining along with your acceptance.

Welcome to PickYourTrail Family! We wish you a long and fruitful career ahead.

Yours Sincerely,



Hari Ganapathy & Srinath Shankar  
Founder(s) – PickYourTrail

**Aravindh S**

-----  
Acceptance Name

### ANNEXURE 1: Terms and Conditions

1. Posting: Your current posting will be in Chennai, India. You will be required to attend office normal business hours for 6 working days from 10:00 AM to 7.00 PM
2. Leave: Until you probation you will be eligible for 1 leave per month and after probation you will have the following leaves .You are now entitled to 24 days of leaves in one calendar year, segregated into 12 days of time off leaves, 6 days of casual leave and 6 days of sick leave; the leaves will be governed by the Leave Policy of the Company. You are also not eligible for long holidays until your 1 year with the company unless it's an emergency/unavoidable circumstances.
3. Rules: You will be required to abide by the rules and regulations of the office and are required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.
4. Efficiency: During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interest of the company and generally carry out duties and work as assigned to you and shall obey and comply with all the lawful orders and directions given to you by the Management. You shall honestly, diligently, faithfully and obediently serve the organization and use your utmost endeavor to promote the interest of the company.
5. Probation: You will be on a probation period of 3 months from the date of your joining, which may be extended at the discretion of the Management. Your services will be confirmed in writing on successful completion of the probation period. Until your probation period, you will be eligible for only one day leave in a month.
6. Termination: Your employment is subject to termination by the Company giving thirty (30) days notice. Company is not bound to give any reason thereof. The Company reserves the right to pay salary in lieu of the notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period with or without compensating for the unexpired period and is not bound to give any reason thereof. On acceptance of the separation notice, before you are relieved, you will hand over to the Company all the information and data of the Company including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items. In case of any culture issues/unethical behaviour company can abscond you from the organization without any notice. You may also terminate your employment with the Company by giving upto thirty (30) days prior written notice to the Company or buying out your notice period from your 1st month with the company. If you are resigning from the company anytime after join till your 15th month with the company, you will not be entitled to get the experience letter or relieving letter from the company.
7. Confidentiality: a. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to the Company except with prior written consent of an authorized officer of the Company. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of the Company, in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company.

b. You will not during your employment with the Company or at any time thereafter, divulge or make known any information in any way whatsoever relating to the Company or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical employment. You will not divulge any information regarding intellectual Property, software process, technical know-how, security arrangements, administrative accounts, marketing areas, organization matters pertaining to the company whether confidential or otherwise, patented or non-patented, operational, technical or financial either pertaining to the company, or its customers, vendors, or internal processes, orally, inscribed, recorded, written electronically processed either tapes, disks, chips, floppies or any other form of communication like films, micro films, drawings etc to anyone else, without the prior approval of the company. It is absolutely at the discretion of the company to decide whether any information is divulged under the normal course of business and the employee in any manner cannot challenge the same.

c. You hereby confirm that you have disclosed, fully to the Company, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of the Company and all circumstances in respect of which there is or there might be, a conflict of interest between the Company and you or any immediate relative or associate. You agree to disclose, fully to the Company, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with the Company, you shall forthwith return to the Company all the assets and property of

the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

8. Dispute Resolution: This Offer Letter shall be subject to the laws of India. Any disputes, differences or claims under or in relation to this Offer Letter and any consequent matters shall be referred to arbitration. Arbitration proceedings shall be held in Chennai, India, conducted by a Sole Arbitrator to be nominated by the Company. The arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 or any subsequent enactment thereof. Subject to the above, only the courts in Chennai, India, shall have exclusive jurisdiction to try any disputes in relation to this Offer Letter and any consequent matters.



**ANNEXURE 2: Compensation Details**  
**Compensation Package**

Salary Head		
Particulars	Annual Compensation	Monthly Compensation
<b>Fixed Component</b>		
Basic	140000	11667
HRA	70000	5833
Conveyance Allowance	12000	1000
Medical Allowance	12000	1000
Mobile Reimbursement	12000	1000
Internet Reimbursement	12000	1000
Special Allowance	22000	1833
<b>Fixed Component Total (A)</b>	<b>280000</b>	<b>23333</b>
<b>Variable Component ( Per month)</b>		
Variable pay	120000	10000
<b>Variable Component Total (B)</b>	<b>120000</b>	<b>10000</b>
<b>Gross Component (A+B)= (C)</b>	<b>400000</b>	<b>33333</b>
<b>Deductions</b>		
Professional Tax	2500	208
<b>Total Deductions (D)</b>	<b>2500</b>	<b>208</b>
<b>Net Salary with Variable</b>	<b>397500</b>	<b>33125</b>
<b>Net Salary with W/O Variable</b>	<b>277500</b>	<b>23125</b>

**(Note: You will be eligible for Variable Pay only after you achieve 60% of your full target - Full target will be decided by the company)**

**Basic:** This is a fixed monthly component of your salary and is taxable. It will not vary every month and is fixed for a particular period.

**HRA:** HRA exemption is applicable as per IT rules on submission of rent receipts.

**Medical Reimbursement:** Medical reimbursement is paid whenever bills are submitted. Coverage is dependent parents, spouse and children (up to the age of 25yrs)

**Mobile Reimbursement:** Mobile bills are paid every month end you are entitled to Rs 1500 p.m

**Special Allowance:** This is the remaining component of your salary not falling under any special heads.

**Additional benefits:** On top of the salary, you will also be eligible for Group Medical Insurance of 3L that covers you and your immediate dependents

All the compensation stated hereunder, shall be payable subject to the applicable tax laws.

Signature: \_\_\_\_\_

Date: 02/07/2023

Name: Aravindh S\_\_\_\_\_





**BONBLOC Technologies Private Limited**

Regd. Office address: Plot No. 19, Door no. 109/1, CTH Road, RCC Post, Thirumullaivayil, Chennai - 600109

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**June 21, 2023**

**Aravindh Siddharth Ravindhar**  
**No. 16/137, P Block, 28<sup>th</sup> Street,**  
**Agathiyar Nagar, Villivakkam, Chennai**  
**Tamil Nadu - 600049**

Dear Aravindh,

Congratulations! We are pleased to offer you a position of **Graduate Intern ("Software Development Trainee")** at BONbLOC Technologies Private Limited ("Company", "BB"). Compensation and training details are explained in the Appendix A.

This offer of employment is contingent upon satisfactory completion of all required pre-employment verification by BB, and satisfactory verification of the following joining day documents:

- Digital copy of passport size photograph
- Proof of graduation: Photocopy of your highest education degree certificate/provisional certificate and the photocopy of the mark sheets for each academic year for the highest degree attained. Photocopies should include both front and back sides of the certificate. Digital copies are acceptable.
- Proof of identity and address: Photocopy of your Aadhaar card and PAN Card. Digital copies are acceptable.

The terms of this offer are final and all prior communications of any form regarding offer terms you may have received from BB or its agents are voided. You agree that your electronic signature is the legal equivalent of your manual signature on this offer letter and the enclosed terms of employment, and consent to be legally bound.

This document package consists of your offer letter and terms and conditions of employment. Please send us your acceptance of this offer and enclosed terms of employment by electronically signing & returning this document package **no later than 23-Jun-23**. If we do not receive your signed acceptance of this document package by date **23-Jun-23**, this offer will automatically stand withdrawn.

Your assigned office location: Chennai  
Agreed start date: 17-Jul-23

Please contact for any clarifications and assistance:  
Ms. Jamunadevi Dhayanidhi  
Email: [jamunadevi.dhayanidhi@bonbloc.com](mailto:jamunadevi.dhayanidhi@bonbloc.com), Phone: +91 98842 37599

We look forward to working with you.

Yours sincerely,  
For **BONbLOC Technologies Private Limited**  
Name of the authorized signatory

*Jamunadevi Dhayanidhi*

**Jamunadevi Dhayanidhi**

**ACCEPTANCE**

I agree to the terms and conditions of employment mentioned in the above.

Name: Aravindh Siddharth Ravindhar

Signature: *RA-21*

Date: 06 / 23 / 2023

**APPENDIX – A: Software Development Trainee Program (“SDT”)**

1. The SDT program is aimed at preparing the trainees for an intensive and rewarding software development career at BONbLOC.
2. Trainees are expected to complete the SDT program in 6 months with extensions up to 30 days provided at the discretion of the Company
3. The program will have 3 phases namely, BASIC, INTERMEDIATE and ADVANCED. Each phase will have exit valuations based on which the trainee will move to the next phase of the training or full-time employment.
4. The trainees who are unable to clear the exit evaluation of a phase will likely be counselled out. This is required for the training to be competitive and equitably demanding.
5. The typical SDT program structure and the compensation during the program will be as follows: -

PHASE	DURATION	COMPENSATION
<b>BASIC</b>	1 MONTH	INR 6500 per month
<b>INTERMEDIATE</b>	2 MONTHS	INR 12000 per month
<b>ADVANCED</b>	3 MONTHS	INR 16500 per month

6. The compensation mentioned above will be paid after any deductions applicable in terms of Provident fund and other employee benefits as mentioned below: -

Particulars		BASIC	INTERMEDIATE	ADVANCED
<b>A</b>	Basic pay	3250	6000	8250
<b>B</b>	House rent Allowance	1625	3000	4125
<b>C</b>	Special Allowance	1625	1920	2640
<b>D</b>	<b>Sub Total</b>	<b>6500</b>	<b>10920</b>	<b>15015</b>
<b>E</b>	Less: Employee Contribution to Provident Fund	585	1080	1485
<b>F</b>	<b>Take home Salary before tax</b>	<b>5330</b>	<b>9840</b>	<b>13530</b>
<b>G</b>	Employer contribution to PF	585	1080	1485
<b>H</b>	<b>Total CTC</b>	<b>7085</b>	<b>12000</b>	<b>16500</b>

**\*All amounts in INR and per month**

7. Upon successful completion of the SDT program, the trainees will be offered full-time employment with BONbLOC as “Associate Software Engineers” with a compensation of Rs. 3,00,000 per annum
8. The trainees will sign a 24-month minimum service period clause when they successfully graduate from the SDT program and are offered a full-time employment with BONbLOC.
9. Trainees who do not complete the training and those who complete the training but decide to not take up the full-time employment will be required to pay the cost of training incurred on them till the date of exit.
10. Trainees who successfully graduate and join BONbLOC as full-time employees, will be required to pay Rs. 2,00,000 if they terminate the employment before the end of the 24-month period mentioned in clause 8 above.
11. All the terms and conditions of the employment given in Appendix – B will be applicable to the trainee during the training program except for the following clauses
  1. Probation – Clause 1a
  2. Employee Medical Insurance Scheme – Clause 4c
  3. Additional Benefits – Clause 5

**For BONbLOC Technologies Private Limited**

  
**Aravindaksha Raman**



## BONBLOC Technologies Private Limited

Regd. Office address: Plot No. 19, Door no. 109/1, CTH Road, RCC Post, Thirumullaivayil, Chennai - 600109

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### APPENDIX – B: Terms and Conditions of Employment

#### DEFINITIONS, TERMS & CONDITIONS OF EMPLOYMENT OFFER by BONbLOC Technologies Private Limited (“Company”, “BB”).

##### 1. APPOINTMENT

- a. Probation: You will be on probation for a period of 45 days from your date of joining. Your continued employment with BB may be subject to completion of probation period successfully, as defined in your probation period objectives, which will be shared with you on your date of joining. Please consult your HR partner for benefits eligibility during probation period.
- b. Work hours: BB work week generally will be Monday through Friday from 9 am to 6 pm, except for declared or observed holidays, with allowances for work breaks amounting to a total of 60 minutes during a workday. BB may request you to contribute additional and/or different work hours to meet specific deadlines or to be on call as needed.
- c. Training & Certification: BB may invest in specific work-related training and/or certification for you at any time during your employment with BB. You may decline to take the training or certification. If you accept the training or certification, you agree to repay all or a portion of such investment costs if you leave the services of the company within 12 months of such training or certification.
- d. Transferability: You may be assigned upon reasonable notice to any location in India or abroad where the Company requires you to work from. While working as a transferee, you will be governed by the rules, regulations, and conditions of service of that location.
- e. Retirement: You will automatically retire from the Company at the end of your birth month upon attaining the age of 63 years. For example, if you were born in January 1960, you would automatically retire from the company on January 31<sup>st</sup>, 2023. Standard exit process applies.

##### 2. TERMINATION, NOTICE PERIOD & FINAL SETTLEMENT

###### a. Termination without cause:

1. During your probation period either party, BB or you, can terminate the employment without advance notice. You may be relieved immediately under such conditions, and you may be eligible for final settlement (explained later in this section).
2. After completing probation period or upon earlier confirmation, you will be required to give advance notice of **3 months** if you choose to terminate your employment with BB or pay a sum equivalent to the CTC salary for the number of days unserved, which will be calculated from the date of your written resignation to the end date of the notice period or relieving date as agreed.
3. Company may choose to terminate your employment without cause any time during or after the probation period as warranted (for example: adverse business conditions resulting from any cause) and in such cases, the company may give you written notice of termination. You may be relieved immediately or after an agreed service period, and you may be eligible for final settlement (explained later in this section).

###### b. Termination with cause:

1. You may be terminated without notice and may be relieved immediately without compensation or final settlement of any kind, in the event of “termination with cause” such as:
  - i. unsatisfactory performance as determined by your managers or customers
  - ii. unacceptable behavior such as workplace or public misconduct, workplace harassment, misappropriation or misuse of company property, violation of code of conduct, unethical behavior or any behavior considered to be detrimental to the best interest of the company, its employees, its customers or business partners
  - iii. any other situation where you failed to demonstrate acceptable code of conduct
- c. Final Settlement refers to any money owed by the company to you or by you to the company, after accounting for all adjustments such as deductions, penalties, recovery for loss of company property not limited to laptops, training and certification, access cards, identification cards, customer or company physical or intellectual property handled by you, or any other physical assets of the company handled by you.



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- d. A relieving notification shall be issued only after a final settlement has been agreed and processed. Termination would be in effect regardless of final settlement status
- e. Email is an acceptable form for all written notification and communication purposes.

### 3. LOCATION

Your work location will be your assigned office location stated on the offer, or as deployed by BB. You hereby agree to BB's decisions on relocation and deployment by signing this document.

### 4. COMPENSATION:

In addition to your CTC, you will be eligible for additional cash and non-cash compensation from time to time as explained in the additional benefits section. As such, you may consider your total compensation to include the additional benefits.

### 5. STANDARD BENEFITS

You would be eligible for the following standard benefits, governed by applicable local regulations and policies, starting from your joining date:

- Paid Time Off (PTO): You will be eligible for paid sick and causal absences, as explained in our company paid time off policy.
- Paid holidays: You will be eligible to avail paid holidays for the year as declared by the Company
- Vacation: You will be eligible for paid vacation days based on the duration of your service with the company, as explained in our company paid time off policy.
- Health Insurance: Company offers group medical insurance policy which includes the employee, their spouse and their children for a sum assured of Rs. 2,00,000 per policy, the premium for which will be borne by the company
- Participation in provident fund plan: You are eligible and required to participate and contribute per month, a sum equal to Rs. 1800 or 12% of your salary less HRA, whichever is lower. The company will match your contribution up to Rs. 1800 or 12% of your salary less HRA, per month, whichever is lower. You can voluntarily increase the contribution without any commensurate match from the company. Please let your HRBP know if you want to voluntarily increase your contribution.
- Gratuity plan: All employees who complete 5 years of continuous employment with the company are eligible to receive gratuity at the rates applicable at the time of their exit from the company.
- Other: Any other standard benefit announced at any time by BB

### 6. ADDITIONAL BENEFITS

You would be eligible for the following additional benefits, paid at the discretion of BB:

- Joining Bonus: Any joining bonus paid to you may be recovered from your final settlement if you leave your employment with BB within 1 year from joining date
- Work Anniversary Bonus: Cash bonus paid during the month following your work anniversary
- Recognition Incentives: Cash or non-cash incentives paid recognizing your accomplishments
- Other Bonus: Cash bonus paid at any time during the year.
- Other discretionary cash and non-cash benefits announced from time to time.

### 7. EXPENSES CLAIM & REIMBURSEMENT

You agree to follow company policy for incurring and claiming any expenses, including travel and entertainment, necessary to complete your assigned duties at BB. Company shall reimburse approved expenses incurred and claimed according to company policy. Expenses must be pre-approved whenever possible. For more details, please refer to expense claim and reimbursement policy in the employee handbook.

### 8. NON-COMPETE & NON-SOLICITATION AGREEMENT

During the term of your employment AND for a period of 3 years after the termination of your employment with or without cause, you agree not to:

- solicit or accept employment with any of the Company's Affiliates or Customers.



## BONBLOC Technologies Private Limited

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- employ, solicit the employment of, or encourage or aid any other party to employ or solicit the employment of any Company employee
- engage in any business directly or indirectly competing with the Company

### 9. DEFINITIONS, RESTRICTIVE COVENANTS & OTHER TERMS OF EMPLOYMENT

You acknowledge that you have read and understood and agree to abide by ALL the terms of this offer package.

Employment with BB is "at will" subject to the invocation of termination rights, with or without cause, at any time, at the option of either the Company or the employee in accordance with the terms of employment.

As used in this Employment Agreement the following terms have the following meanings:

- a. "Affiliate" means any person or entity which controls, is controlled by or is under common control with the Company, and "control" means, with respect to any entity, the possession, direct or indirect, of the power to direct or cause the direction of the management and policies of such entity, whether through ownership of voting securities, by employment or otherwise.
- b. "Company Product" means (i) any product or service which the Company or any of its Affiliates is marketing, selling or developing, and (ii) any other product or service which the Company or any of its Affiliates has marketed, sold or developed at any time during a period of 10 years, immediately prior to the date of termination of employment.
- c. "Confidential Information" means all information concerning or related to the business, operations, financial condition, or prospects of the Company or any of its Affiliates, regardless of the form in which such information appears and whether or not such information has been reduced to a tangible form, and specifically includes
  1. all information regarding the officers, directors, employees, equity holders, customers, suppliers, distributors, sales representatives and licensees of the Company and its Affiliates, in each case whether past, present, or prospective, including sales and pricing information and procedures, customer lists, and business and marketing plans
  2. all inventions, discoveries, trade secrets, processes, techniques, methods, formulae, ideas, system designs, program materials (including source and object code and system and user documentation), operating processes, equipment design, product specifications, and know-how of the Company, its Affiliates, AND its customers
  3. financial statements, audit reports, budgets and business plans or forecasts of the Company and its Affiliates"Employee Work" means all written and graphic materials, computer software, inventions, discoveries, and improvements authored, prepared, conceived, or made by you during the term of your employment with the Company and which are related to the business of the Company.
- d. "Territory" at any time means any location in any country, in which the Company or any of its Affiliates has marketed or sold any Company Products at any time during a period of 10 years immediately prior to the date of your employment termination.
- e. "Customer" or "Client" means any organization or person to which BB has provided services and with whom you have had direct or indirect contact during your employment with BB
- f. "Prospective Customer" or "Prospective Client" means a person, or another organization or person to which BB has, within the twelve months period preceding termination or exit of your employment, has/had submitted a proposal to provide services, the preparation of which included your direct involvement
- g. **Covenant against Disclosure:** During and after your employment/engagement with BB, you agree not to disclose or use any knowledge or information of an unpublished, confidential, proprietary, or trade secret nature generated or otherwise acquired by you from BB or its customers.
- h. You understand that BB employees or any of its suppliers, licensors, or customers may disclose to you, information relating to the technology, systems methods of operations, products, and business data of BB or its suppliers, licensors, or customers and, you therefore agree to the



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following:

- i. to accept and retain such data and information in complete confidence and, always during or after the termination of your employment, not to disclose or reveal such data or information to others and refrain from using such data for purposes other than those purposes authorized in writing by BB.
  - ii. not to directly or indirectly publish, communicate, divulge, or describe to any unauthorized person nor use, claim, patent, or copyright any such data or information during the term of your employment or at any subsequent time without prior written consent of BB.
  - iii. to keep the details of business relationships of BB with its BB suppliers, licensors, or customers confidential.
- i. By signing and accepting this package, you acknowledge that you may have the opportunity to access trade secrets and other confidential business information belonging to the Company during the employment period, and understand that divulging such information to any third party may cause irreparable damage to the business continuity and survival of the Company, and agree not to divulge such confidential information belonging to the Company to any third party, press, media in any form accessible by third party, press, media, for a period of 5 years from the final day of your employment, and agree that the Company can pursue damage claims or other reparation through all available legal measures.
  - j. Promptly after termination of the employment for any reason, you or your personal representative shall return to the Company all property of the Company then in your possession, including without limitation papers, laptops, documents, computer disks, vehicles, keys, credit cards and Confidential Information, and shall neither make nor retain copies of the same
  - k. You agree to observe all work rules specified in practice or policy that the Company may establish from time to time.
  - l. You agree that, during the period of your employment with the Company, you will not
    - i. take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
    - ii. commit/involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudice the interest(s) / goodwill of the Company.
  - m. You agree that you will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine, publication about Company's products, services, customers' products or services, or any matter with which the Company may be concerned, unless you have previously obtained written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company's policies.
  - n. Miscellaneous: The validity or enforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision. These terms and conditions embody the entire Agreement between you and BB, the parties hereto, and supersedes all prior or contemporaneous, oral or written understandings, negotiations, or communications on behalf of such parties.
  - o. Jurisdiction: This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.
  - p. Taxes: All payments made to you by this Company shall be subject to the deduction of applicable taxes as per the prevailing local statutory provisions.

### 10. CONFLICT OF INTEREST

Any opportunity to advance personal interest over BB interest in any form is considered a conflict-of-interest situation within the context of this policy. BB expects all employees to act in such a manner



**BONBLOC Technologies Private Limited**

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that protects BB's best interest exclusively.

- a. You agree to disclose existing relationships (contracts, investments, working arrangements of any kind) that could cause potential conflicts in your role within BB, prior to accepting the offer and agree to resolve such conflicts of interest before joining BB as an employee; further, you agree that non-disclosure or not resolving such conflicts prior to joining BB as an employee constitutes a breach of BB conflict of interest policy
- b. You agree to abide by BB conflict of interest policy, included in your employee handbook, throughout your tenure as an employee of the company.
- c. You agree that breach of BB conflict of interest policy could result in your employment termination with cause and without benefits or compensation of any kind

**11. EMPLOYEE HANDBOOK AND CODE OF CONDUCT**

You will be provided with a copy of the Employee Handbook. The Handbook details BB's code of conduct, policies and procedures to be followed during your employment with BB. You agree to read the handbook and return a signed copy for our records. The Handbook and your agreement to abide by the rules laid out in the handbook will become an integral part of this employment agreement. Any violation of or non-adherence to the norms detailed in the handbook may result in immediate termination of employment with BB with cause and without compensation.

- 12.** You agree that the above terms and conditions are subject to review and change. You agree to abide by Company's policies that may change from time to time.

**ACCEPTANCE**

I agree to the terms and conditions of employment mentioned in the above.

Name: Aravindh Siddharth Ravindhar

Signature: 

Date: 06 / 23 / 2023

Title	Offer - Aravindh Siddharth Ravindhar
File name	Offer_Aravindh Siddharth Ravindhar.pdf
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Audit trail date format	MM / DD / YYYY
Status	● Signed

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## Document history



**06 / 21 / 2023**  
16:20:12 UTC

Sent for signature to Jamunadevi Dhayanidhi (jamunadevi.dhayanidhi@bonbloc.com), Aravindh Siddharth Ravindhar (aravindsiddharth0209@gmail.com) and Aravindaksha Raman (aravindaksha.raman@bonbloc.com) from admin@bonbloc.com  
IP: 45.119.28.99



**06 / 23 / 2023**  
17:47:40 UTC

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IP: 49.204.131.221



**06 / 23 / 2023**  
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IP: 49.204.131.221



**06 / 23 / 2023**  
17:48:57 UTC

Viewed by Aravindh Siddharth Ravindhar (aravindsiddharth0209@gmail.com)  
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(aravindaksha.raman@bonbloc.com)  
IP: 183.82.178.63**06 / 24 / 2023**  
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SUN PHARMA LABORATORIES LIMITED

MUMBAI

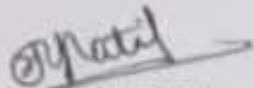
INTER OFFICE MEMO

E94923

FROM	HRD	TO	Ms BHARATHI K
PLACE	MUMBAI	PLACE	CHENNAI
REFNO	SPLL/MUM/HRD/E94923/2023	DATE	21/09/2023
SUB	: TRAINEE APPOINTMENT LETTER W. E. F.: 19/07/2023		

Please find enclosed herewith your Original Appointment Letter (Trainee) Vide no: SPLL/MUM/HRD/E94923/SUN DIVISION/2023 dated 22/08/2023 duly signed by us.

Kind regards,



HEMANT PATIL

MANAGER - HUMAN RESOURCES

ENCL : A/A

CC : MR. HIMANSHU NEGI  
MR. RAJA P  
MR. SENTHILVEL D  
MR. R. SHANKAR





MiraMed Ajuba Solutions Pvt Ltd

(Formerly Ajuba Solutions (India) Pvt Ltd)

Registered office | 12-02 Tidel Park | 4 Canal Bank Road | Chennai 600113 | India

GSTIN | 33AACCA8448D1ZX

OL/AJP-2023/2883

5/27/2023

Bharathi Kannan Muniyasamy  
# D-41, D Block, Pandiyan Street, Mmda Colony,  
Arumbakkam,  
Chennai 600106

phone

+91 44 61665100

## OFFER LETTER

Dear Bharathi,

Welcome to MiraMed Ajuba!

We are delighted to offer you the position as "Trainee - Medical Coding". Your total compensation (CTC) will be Rs. 279924/- per annum. The salary Structure is attached for your reference.

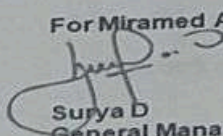
**Offer Validity:** You are required to join duty on or before 30 May 2023 failing which the employment offer stands cancelled. Your appointment is subject to background verification and successful completion of the Induction Training Program in accordance with the Company's Standards.

**Probation:** You would be on probation for a period of 6 months from the date of your joining duty. Your confirmation will be based on meeting the minimum performance standards set for your process.

**Benefits:** You will be eligible for the following benefits as per the company HR policies.

1. 24 days annual leave benefit which shall include Privilege leave, Casual leave and Sick leave
2. Performance based monthly incentive of Rs.3,000 (refer salary structure). In case the process to which you are assigned does not have an incentive program, you will be eligible for an annual bonus based on performance and competence.
3. Medclaim Insurance coverage for Rs. 2,00,000/- per annum. Coverage for dependent family members will be given on successful completion of first annual appraisal
4. Personal Accident Insurance for Rs. 5,00,000/-
5. Life Insurance coverage for Rs. 6,02,000/-
6. Shift Allowance and food facility
7. Opportunity to participate in various Organization Development initiatives and Performance Awards organized by the company
8. Provident Fund and Gratuity as per the statutory requirements

For MiraMed Ajuba Solutions Pvt Ltd

  
Surya D  
General Manager - Human Resources

.....  
Accepted and Signed

Private & Confidential



ISO 9001 : 2015



ISO/IEC 27001 : 2013

CIN No: U72200TN2000PTC051661

www.miramedajuba.com





<u>Salary Structure</u>		
	Monthly	Annual
	Rs.	Rs.
Basic	5,000	60,000
HRA	3,000	36,000
Conveyance / Fuel	1,600	19,200
LTA	0	0
Medical Reimbursement	1,250	15,000
Special Allowance & Bonus	4,504	54,048
Performance Incentive*	6,000	72,000
<u>RETIREMENT BENEFITS</u>		
Provident Fund	1,482	17,790
Gratuity	240	2,885
Medicclaim Policy*	250	3,000
<b>TOTAL COST TO COMPANY</b>	<b>23,327</b>	<b>279,924</b>
<u>TAKE HOME PRE-TAX</u>		
Gross Monthly Salary	15,354	184,248
less ESI (employee contribution)	115	1,382
less PF (employee contribution)	1,482	17,790
<b>FIXED TAKE HOME PRE-TAX</b>	<b>13,756</b>	<b>165,076</b>

\* **Performance Incentive** is payable monthly, based on your performance against targets and subject to the policies and procedures applicable from time to time.  
The maximum earning potential is currently Rs.6,000 pm.

\* You will be entitled to a shift allowance of Rs 3000 pm. (Pro rata basis)  
If you work in the night shift.

Accepted and Signed



**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20223775186/Chennai/BPS/BTN**  
**Date: 11/10/2023**

Ms. Bharathi Suresh Kumar  
5/8  
Vinobhaji Street  
Ponnamman Medu  
Chennai-600110  
Tamil Nadu  
Tel# -

Dear Ms. Bharathi Suresh Kumar,

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

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. 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. **13,410/-** 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.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



## **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).

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*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 3.25% 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:**

If 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.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

### **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, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

## 8. **Work in SBWS mode:**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home



(remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

**9. 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 .

**10. 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.

**11. Medical Test:**

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. 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 Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular 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 Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated 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.

**12. 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.

**13. 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.

#### **14. 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.

#### **15. Letter of Appointment**

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

#### **16. Personal Data Processing:**

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

#### **17. Terms and conditions:**

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

#### **18. 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.

#### **19. 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 Traineeship 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.

**Girish V. Nandimath**  
Global Head, Talent Acquisition & Academic Interface



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance  
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



## **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/DT20223775186/Chennai/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).  
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:





## Annexure 2

### Confidentiality, Data and Intellectual Property Protection Terms

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

#### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

#### **6. Security policies and Guidelines.**

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

## 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.





e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

#### **10. Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### **11. General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.**

This is to confirm that I have received the Letter of Offer on \_\_\_\_\_ .

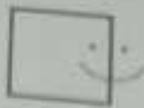
I hereby accept this Offer and intend to join service on\_\_\_\_\_.

Name:

Address:

Signature:

Date:



# Service Square

Service with heart.

## Salary Annexure


Name	Bhavana S		
Designation	Customer Service Executive		
Location	Chennai		
<b>SALARY BREAKUP</b>			
<b>FIXED COMPONENT</b>			
Component	Monthly Earning	Annual Earning	
Basic Salary	6100	97200	
HRA	3240	38880	
Conveyance Allowance (as per government rules)	1600	19200	
Medical Allowance (as per government rules)	1250	15000	
Special Allowance	3810	45720	
Performance Bonus (Based on Performance)		30000	
<b>Total Gross Salary</b>	<b>18,000</b>	<b>246000</b>	
<b>REIMBURSEMENT</b>			
Mobile Reimbursement***	As per Company rule.		
Conveyance Reimbursement***	As per Company rule.		

### Notes:

1. The performance bonus shall be released based on the performance shown during the year. The performance shall depend on different parameters like revenue, discipline, on time delivery etc.
2. Mobile SIM / Internet applicable to you shall as per company policy.
3. For Local official travel you shall be reimbursed on per KM basis or official cab shall be provided for business travel. The above mentioned travel reimbursement amount shall be wholly for official purpose only.

  
Authorized Signatory  
Human Resources

I, BHAVANA GS accept the above mentioned compensation and T&Cs, which form part of my appointment with Service Square Pvt Ltd.

Signature:  Date: 8<sup>th</sup> October 2023

Service Square Private Limited  
No. 10, 1st Street, First Floor, Ganapathy Colony, Ekkattuthangal, Chennai - 600 032.  
Ph: 86809 95555 / 86089 81331  
E-mail: [hr@servicesquare.com](mailto:hr@servicesquare.com) Website: [www.servicesquare.com](http://www.servicesquare.com)  
CIN Number: U74999TN2000PTCO44986





# VARUN BEVERAGES LIMITED



Corporate Off : Plot No.31, Institutional Area, Sec.-44, Gurgaon, Haryana-122002 (India)  
Ph.: +91-124-4643100-500 • Fax: +91-124-4643303/04 E-mail : info@rjcorp.in • Visit us at : www.varunpepsi.com  
CIN No. : L74899DL1995PLC069839

REF: VBL/2023/Coimbatore/15662  
Date: 05.04.2023

Ms. Bhavithra S,  
129-F, Kadambam Street,  
Periyasamy Nagar Extension,  
Gandhi Nagar, Cuddalore,  
Tamil Nadu- 607308

## SUB: CONTRACT OF EMPLOYMENT

With reference to your application and subsequent discussions with us, we are pleased to appoint you as "Executive-HR" in grade 'M01', subject to your joining us on or before 01-June-2023.

You will initially be based out of Coimbatore Territory.

The broad terms and conditions of your employment are as follows:

1. Your basic pay, allowances and perquisites will be as mentioned in the attached Annexure.
2. This contract is subject to your being physically and mentally fit at all times.
3. You will be governed by the Company's policies and code of conduct/ ethics (which may be amended periodically), at all times. It will be your responsibility to keep abreast of all such policies and codes applicable to you.
4. You will discharge your assigned roles and responsibilities with complete integrity, and maintain a high standard of initiative, efficiency and cost consciousness.
5. You shall not divulge to anyone, during the tenure of your service or subsequently thereafter, through any means, particulars or details of our business processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential / secret nature, which you may be privy to, by virtue of your role and discharge of your responsibilities. In case of any breach of this clause, you shall be liable to prosecution in a court of law besides any other disciplinary or other action that may be deemed appropriate by the Company.
6. During the course of your employment with us, any process improvement, patents, and technology which you may create, improve or modify, will remain the sole Intellectual property of the Company, and you will not have any claim to any individual rights on the same during or subsequent to your employment with us. You will ensure that patents, where applicable, are registered in the name of the Company.
7. Your entire time and attention will be devoted to the Company, during the period of your employment. You will not, during the course of this contract, work directly or indirectly for any person, firm or company/organization, with or without pay/remuneration nor will you engage yourself or take interest, directly or indirectly in any trade or business in any capacity.

Mona Boud



Date: March 10, 2023

Ref: LTIMindtree/HR/NE6/Campus/2023

Name: Charan D

College: DG Vaishnav College

**LETTER OF OFFER FOR ASSOCIATE TRAINEE**

Dear Charan D,

Welcome to LTIMindtree(hereinafter referred as the "Company"). Congratulations on being selected as an **Associate Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer **Annexure 1**) and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 20,000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS).Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as an Associate Trainee subject to you meeting the eligibility criteria as mentioned in **Annexure-1**.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer **Annexure-2**)
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Associate Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltiminfotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.



7. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTIMindtree will be terminated without any notice or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
  - Failing to meet the qualification criteria during the Training Program assessments
  - Unauthorized absence during the Training Program
  - Integrity and other disciplinary expectations
8. All Annexures appended herewith shall form an integral part of this letter.
9. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
10. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
11. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
12. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
13. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTIMindtree family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTIMindtree Ltd.



Thiagu Dharmalingam  
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

Signature and Date

**ANNEXURE-3**

Name : Charan D Date : March 10, 2023

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic		15,000
Bouquet of Benefits		6,253
Bonus		1,750
<b>Base Salary (p.a.)</b>	<b>276,036</b>	<b>23,003</b>
Annual Incentive		
<b>Total Variable (p.a.)</b>		
<b>TTC(p.a.)</b>	<b>276,036</b>	
PF	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium(p.a)	12,929	
<b>Retirals &amp; Other Benefits(p.a)</b>	<b>43,193</b>	
<b>Cost to Company (CTC)</b>	<b>319,229</b>	

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date: 04/24/2023**

**Chidambara Bharathi Gopinathan**

**C11909078**

**Type-2, 104/2, HVF estate, Avadi, Chennai-600054**

**9499954818**

Dear **Chidambara Bharathi Gopinathan**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case may be") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.



You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

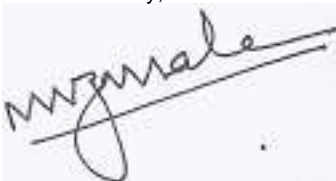
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

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**Chidambara Bharathi Gopinathan**

## ANNEXURE I

### COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,00,000/-
<b>(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)</b>	25,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	3,25,500/-
<b>(C)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 14,200/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C)</b>	INR 344700/-

<b>(D)##Additional Discretionary Reimbursements</b>	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

<b>(E)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares <b>at 15% discount on the fair market value</b>	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

#### **(A) Annual Fixed Compensation**

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

#### **(B) Individual Performance Bonus (IPB)**

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB

programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

**In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:**

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to

review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

**GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## ANNEXURE II

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required

by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

**ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_ **Chidambara Bharathi Gopinathan**

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



## INTERNSHIP AGREEMENT

This Internship Agreement (the “Agreement”) is entered into 23.10.2023 (the “Effective Date”), by and between Rezolut d.o.o., Zavrtnica 17, 10000 Zagreb, VAT 47946668814 a company organized and existing under the laws of Croatia (the “Company”) and Chirag Baid, with an address of \_SPR Highliving Apartment, no.1 cooks roads, perumbur, chennai - 600012\_(the “Intern”), individually referred to as “Party” and collectively “the Parties.”

### RECITALS

WHEREAS, the Intern desires an internship to gain valuable knowledge, experience, education, and training in the Company’s industry;

WHEREAS, the Company is willing to grant the Intern an internship;

NOW, therefore, the Parties, in consideration of the mutual promises, conditions and covenants contained herein, hereby agree as follows:

### ARTICLE 1

#### SCOPE OF WORK

##### 1.1 The Internship Duties, and Responsibilities.

The Intern will perform the following duties for the Company, but not limited to:

- Community Management
- Social Media Management

The Intern is responsible for the following duties and/or tasks, but not limited to:

- Community Management
  - Develop strategy and tactics how to grow social engagement for clients;
  - Proactively learn, research and master different 3rd party tools which are being utilized for community management;
  - Understand metrics and analyze data
  - Day-to-day activities
- Social Media Management
  - Creating Monthly Social Media Calendars for multiple clients;
  - Posting on various social media platforms;
  - Understand the client and the product so you can market it better;

- Learn how to use different social media channels
- Assists in creating performance reports.

(“Duties and Responsibilities”).

### 1.2 Confidentiality.

In order for the Intern to perform the consulting services, it may be necessary for the Company to provide the Intern with Confidential Information regarding the Company’s business, products, and clients. The Company will rely heavily upon Intern’s integrity and prudent judgment to use this information only in the best interests of the Company.

Intern in the course of performing the Services hereunder may gain access to certain confidential or proprietary information of the Company. Such “Confidential Information” shall include all information concerning the business, affairs, products, marketing, systems, technology, customers, end-users, financial affairs, accounting, statistical data belonging to the Company, and any data, documents, discussion, or other information developed by Intern or the Company hereunder and any other proprietary and trade secret information of Company whether in oral, graphic, written, electronic or machine-readable form.

The Intern agrees to hold all such Confidential Information of the Company in strict confidence and shall not, without the express prior written permission of the Company, (a) disclose such Confidential Information to third parties; or (b) use such Confidential Information for any purposes whatsoever, other than the performance of its obligations hereunder.

The obligations under this Section shall survive the termination or expiration of this Agreement.

### 1.3 Standard of Conduct.

In rendering consulting services under this Agreement, the Intern shall conform to high professional standards of work and business ethics. Intern shall only use time, materials, or equipment of the Company with the prior written consent of the Company. In no event shall the Intern take any action or accept any assistance or engage in any activity that would result in any university, governmental body, research institute, or other people, entity, or organization acquiring any rights of any nature in the results of work performed by or for the Company.

### 1.4 Standard of Performance.

Intern hereby undertakes to follow the best professional standards in performing all Services to be provided under this Agreement.

### 1.5 Necessary Information & Materials.

The company will supply the Intern with all information, materials, data, and documents necessary to perform the Services agreed upon under this Agreement.

## ARTICLE 2

### INDEPENDENT CONTRACTOR

#### 2.1 Independent Contractor.

The Intern is an independent contractor and is not an employee, partner, or co-venturer of, or in any other service relationship with, the Company. The manner in which Intern's services are rendered shall be within Intern's sole control and discretion.

Intern shall provide the Services as an independent contractor and the Intern shall not act as an employee, agent, or broker of the Company.

#### 2.2 Taxes.

Intern shall be responsible for all taxes arising from compensation and other amounts paid under this Agreement and shall be responsible for all payroll taxes and fringe benefits. Intern understands that he/she is responsible to pay, according to law, Intern's taxes.

## ARTICLE 3

### COMPENSATION

#### 3.1 Compensation.

Against the performance of the Services, the company will pay the Intern **300** EUR Gross, per month for services rendered to the Company under this Agreement.

Payment shall be made by the 10th day of the following month after the Company has received an invoice from the Intern.

Paid as follows:

**Bank Details: -**

Name: - Chirag Baid

A/C no: - 9381005737

IFSC: - KKBK0000462

Bank name: - Kotak Mahindra Bank; Branch - Teynampet, Chennai - 600018

### 3.2 Reimbursement.

The Company agrees to reimburse the Intern for all actual reasonable and necessary expenditures, which are directly related to the consulting services. These expenditures include but are not limited to, expenses related to travel (i.e., airfare, hotel, temporary housing, meals, parking, taxis, mileage, etc.), telephone calls, and postal expenditures.

The Company agrees to reimburse any pre-approved expenses incurred by the Intern in connection with the Services.

## ARTICLE 4

### TERMINATION

#### 4.1 Termination.

- (a) At any time by either Party upon written notice to the other Party.
- (b) By the Company due to the Intern's breach of the Agreement.

#### 4.2 Responsibility upon Termination.

Any equipment provided by the Company to the Intern in connection with or furtherance of the Intern's services under this Agreement, including, but not limited to, computers, laptops, and personal management tools, shall, immediately upon the termination of this Agreement, be returned to the Company.

## ARTICLE 5

### CONFIDENTIAL INFORMATION

#### 5.1 Confidentiality.

Intern in the course of performing the Services hereunder may gain access to certain confidential or proprietary information of the Company. Such "Confidential Information" shall include all information concerning the business, affairs, products, marketing, systems, technology, customers, end-users, financial affairs, accounting, statistical data belonging to the Company, and any data, documents, discussion, or other information developed by Intern or the Company hereunder and any other proprietary and trade secret information of Company whether in oral, graphic, written, electronic or machine-readable form.

The Intern agrees to hold all such Confidential Information of the Company in strict confidence and shall not, without the express prior written permission of the Company, (a) disclose such Confidential Information to third parties; or (b) use such Confidential Information for any purposes whatsoever, other than the performance of its obligations hereunder.

The obligations under this Section shall survive the termination or expiration of this Agreement.

## 5.2 Definition.

“Confidential Information” means information not generally known and proprietary to the Company or to a third party for whom the Company is performing work, including, without limitation, information concerning any patents or trade secrets, confidential or secret designs, processes, formulae, source codes, plans, devices or material, research and development, proprietary software, analysis, techniques, materials, or designs (whether or not patented or patentable), directly or indirectly useful in any aspect of the business of the Company, any vendor names, customer and supplier lists, databases, management systems, and sales and marketing plans of the Company, any confidential secret development or research work of the Company, or any other confidential information or proprietary aspects of the business of the Company.

All information which Intern acquires or becomes acquainted with during the period of this Agreement, whether developed by Intern or by others, which Intern has a reasonable basis to believe to be Confidential Information, or which is treated by the Company as being Confidential Information, shall be presumed to be Confidential Information.

## 5.3 Property of the Company.

Intern agrees that all plans, manuals, and specific materials developed by the Intern on behalf of the Company in connection with services rendered under this Agreement, are and shall remain the exclusive property of the Company. Promptly upon the expiration or termination of this Agreement, or upon the request of the Company, Intern shall return to the Company all documents and tangible items, including samples, provided to Intern or created by Intern for use in connection with services to be rendered hereunder, including, without limitation, all Confidential Information, together with all copies and abstracts thereof.

# ARTICLE 6

## **NON-COMPETE CLAUSE**

### 6.1 Conflict of Interest.

Intern covenants and agrees not to consult or provide any services in any manner or capacity to a direct competitor of the Company during the duration of this Agreement unless express written authorization to do so is given by the Company.

### 6.2 Non-Solicitation.

Intern covenants and agrees that during the term of this Agreement and for twelve (12) months after the termination thereof, regardless of the reason for the termination, Intern will not, directly

or indirectly, on its own or on behalf of any third party engage into or render any services to any person, firm or corporation engaged in any business competitive with the business of the Company or of any of its subsidiaries or affiliates.

The Intern also covenants and agrees that during the term of this Agreement and for twelve (12) months after the termination thereof, regardless of the reason for the termination, the Intern will not, directly or indirectly, solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors with whom Intern had contact during the validity of this Agreement.

The Intern also covenants and agrees that during the term of this Agreement and for twelve (12) months after the termination thereof, regardless of the reason for the termination, the Intern will not, directly or indirectly, on its own behalf or on behalf of or in conjunction with any person or legal entity, recruit, entice, solicit, or induce, or attempt to recruit, entice, solicit, or induce, any employee, Intern, counselor, advisor, manager, partner of the Company with whom Intern had contact or supervised while performing the services hereunder.

### 6.3 Penalty for Breach.

For every breach of the Intern's obligations under this non-compete clause, the Intern shall be liable to the Company and shall pay a penalty equal to the amount of 12 (twelve) gross salaries. The penalty shall be paid within 30 days of the Company's notification of the breach.

## ARTICLE 7

### GENERAL PROVISIONS

#### 7.1 Governing Law.

This Agreement is to be construed in accordance with and governed by the laws of Croatia.

#### 7.2 Dispute Resolution.

If there is any dispute or controversy between the parties arising out of or relating to this Agreement, the Parties shall attempt to resolve any differences, disputes, or controversies which may arise between them amicably; however, it is specifically understood and agreed that any disagreement, dispute or controversy which cannot be resolved between the Parties including without limitation any matter relating to the interpretation of this Agreement, referred to the exclusive jurisdiction of the courts of Croatia. The prevailing party shall be entitled to all fees and costs arising therefrom, including, but not limited to, attorney's fees and costs.

#### 7.3 Waiver of Breach.

The waiver by a party of a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any other or subsequent breach by the party in breach.

#### 7.4 No Conflict.

Intern warrants that Intern has not previously assumed any obligations inconsistent with those undertaken by Intern under this Agreement.

#### 7.5 Term of Agreement.

This Agreement is effective on the date written above and will remain in full force and effect until the completion of the Services. Any modification or amendments of this Agreement will be binding if evidenced in writing and signed by each Party.

This Agreement is the final, complete, and exclusive agreement of the parties with respect to the subject matter hereof and supersedes and merges all prior or contemporaneous representations, discussions, proposals, negotiations, conditions, communications, and agreements, whether written or oral, between the parties relating to the subject matter hereof and all past courses of dealing or industry custom. No modification of or amendment to this Agreement shall be effective unless in writing and signed by each of the parties.

#### 7.6 Severability.

If any provision of this Agreement shall be held to be illegal, invalid, or unenforceable under present or future laws, such provisions shall be fully severable, this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and, the remaining provisions of this Agreement shall remain in full force and effect.

#### 7.7 Indemnification.

Each party shall at its own expense indemnify and hold harmless, and at the other party's request defend such party its affiliates, subsidiaries, successors and assigns officers, directors, employees, sublicenses, and agents from and against any and all claims, losses, liabilities, damages, demand, settlements, loss, expenses and costs (including attorneys' fees and court costs) which arise directly or indirectly out of or relate to (a) any breach of this Agreement, or (b) the gross negligence or willful misconduct of a party's employees or agents;

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date first set forth above.

**COMPANY:**

Name: **Rezolut**

By: Luka Ciganek

**INTERN:**

DocuSigned by:  
*chirag baid*  
2A2C33B99FCB4D1...

Name: Chirag Baid



## Offer Letter

**Date: 21<sup>st</sup> Aug 2023**

To,

**Dev Jetha,**

Address: 22/51 Neelkanth Apartments, 08<sup>th</sup> Cross Street, Shenoy Nagar, Chennai- 30

Email Id: devjetha@gmail.com

Dear **Dev,**

Exploring Infinities Edtech Private Limited (“Company”) is pleased to appoint you as **Operations Associate** with you and the documents shared by you with the Company and in accordance with the terms and conditions stipulated herein below:

### 1. Employment

- 1.1 Your employment with the Company shall be effective from **01<sup>st</sup> Sep 2023** (hereinafter referred to as “**Date of Joining**”) and not later than the said date. Your place of work shall be at a place as informed by the Company from time to time.
- 1.2 You agree to work for nine hours per /working day for 6 days in a week. Your work is of continuous responsibility and you will be expected to complete your assigned duties within the required time frame.
- 1.3 Your employment with the Company is subject to you being medically and physically fit and therefore, you are required to furnish your accurate and up-to-date medical records, on or before the Date of Joining.
- 1.4 After joining the Company, you shall deem to be engaged on an exclusive basis by the Company. During the period of your employment with the Company, you agree not to work directly or indirectly for any other person, company or establishment either with or without remuneration or fee unless otherwise agreed by the Company upon mutual discussions.
- 1.5 You further assure and represent that you have the requisite skill and expertise for this position, and you shall accordingly render your services in the Company.

### 2. Scope of Services

- 2.1 You agree to comply with all applicable laws, by-laws, rules and regulations at all times during the term of your employment.
- 2.2 You further agree to comply with all applicable laws, rules, regulations and all policies as laid down by the Company and as and when modified, concerning its employees.
- 2.3 You represent to the Company that the execution, delivery and performance under this Letter of Engagement by you shall not conflict with or result in a breach of any prior or existing commitment or obligation of yours and shall not contravene any applicable laws by which your services to the Company may be bounded or affected.
- 2.4 You undertake to work with a high standard of ethics, initiative, creativeness, efficiency and effectiveness in the Company.
- 2.5 You agree not to delegate your services or any part thereof to any third party without the prior written consent of the concerned person in the Company.

- 2.6 You agree to use all reasonable endeavors to comply with the timelines for rendering the services and complying with the obligations arising out of this appointment.
- 2.7 You undertake to refrain from any action which may adversely affect the Company and shall fulfill commitments under this Letter of Appointment with the fullest regard for the interests of the Company and shall ensure not to enter into obligations which may create a conflict of interest with the terms of this Letter of Appointment.

### **3. Probation**

- 3.1 You shall be on probation for a period of 6 months from the Date of Joining (hereinafter referred to as "Probation"). The Company shall have the right to extend your Probation in case it is found necessary, based on your performance. It is agreed by you that unless otherwise informed to you in writing by the Company, your employer may not be considered as confirmed. If your performance is found unsatisfactory, the Company reserves the right to terminate your services with immediate effect. The Company is also entitled to terminate your services without any notice and without assigning any reason, whatsoever during Probation. In an event you wish to resign from the Company, you agree to provide a 60 days prior written notice to the Company or an amount equivalent to the gross salary for the period by which the notice period is short for, in lieu thereof.
- 3.2 During Probation, your leave entitlements and other benefits will be governed as per the internal policies of the Company.

### **4. Salary, Retention & Compensation**

- 4.1 Subject to the terms and conditions stated herein; you shall be paid remuneration as detailed under "Schedule-I" attached hereto.

### **5. Intellectual Property**

- 5.1 You agree and acknowledge that all existing and future intellectual property rights in any materials, information, inventions, discoveries and technology or any interest in any copyright, patent and/ or other property rights developed, made, conceived or created by you, either singly or jointly with other persons, shall be work for hire and shall be the sole and exclusive property of the Company with unfettered rights for utilization or disposal of the same
- 5.2 You agree and acknowledges that all intellectual property, employment inventions, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the Company and all materials embodying all intellectual property created by you in the course of your employment with the Company (whether or not during working hours or using Company premises or resources), shall automatically vest in the Company to the fullest extent permitted by law. To the extent that such rights do not vest in the Company automatically, you agree to assign in the future, all intellectual properties to the Company.
- 5.3 You agree that you shall not, in any manner whatsoever use the trademark, name, mark or logo of the Company or any abbreviation of the name of the Company for your private advantage or otherwise, except as required for the fulfilment of contractual duties hereunder and then only with the express prior written approval of the Company.
- 5.4 The obligation under this clause shall survive the termination of your employment.

## 6. Confidentiality

- 6.1 You agree to maintain the highest degree of confidentiality and to keep all the proprietary information including but not limited to commercial, technical or financial information relating to the Company, its business, operation, techniques, experimental work, clients, Human Resources plans, business plans, project plans, software, hardware, source code, object code and other forms of binary files, technology, methods, documentation, designs, materials, general trade secrets and all intellectual property of the Company, as well as all records, documents and other confidential information relating to the Company, the terms of this Letter of Appointment and all such information with regard to the Company which are strictly confidential and which any other information labelled “*Confidential*” by the Company and may be known to you or confided in you by any means during the course of your employment with the Company (“**Confidential Information**”).
- 6.2 You agree not to use the Confidential Information for your own benefit or for the benefit of any third party but only in a duly authorized manner in fulfilment of your services towards the Company.
- 6.3 The obligation under this clause shall survive the termination of your employment.

## 7. Non-solicitation Non-compete

- 7.1 You hereby agree and undertake that during the term of your employment with the Company and for a period of twelve (12) months thereafter, you shall not, directly or indirectly, either as an individual on your own account or as a partner, proprietor, employee, consultant, advisor, principal, agent, contractor, director, member, representative, shareholder, manager, trustee, committee member, office bearer or in a similar capacity or function, do any of the following activity:
  - (i) endeavor to entice away from the Company, or solicit employment or consultancy of or advise any of existing employees or consultants or any person who is associated with the Company, or any vendor, person or organization providing services to or through the Company, to terminate his/ her contract or relationship with the Company; and/or
  - (ii) contact any of the existing or prospective students/user/clients of the Company and/or any person or organization with whom the Company is in advanced stages of exploring a professional or business relationship, to entice such clients or organization away from the Company or to damage in any way their business relationship with the Company or for the provision of substantially the same services provided to such clients by the Company; and/or
  - (iii) Own, develop, manage, establish, engage in, operate or cause to be operated or consult in a business that competes with the business of the Company as being conducted at the time you cease to be engaged by the Company.

## 8. Termination

- 8.1 In an event you desire to resign from your employment with the Company, you agree to serve a prior written notice of at least one month failing which the Company reserves the right to recover an amount equivalent to the gross salary for the period by which the notice period is short for, in lieu thereof.
- 8.2 The Company can terminate your employment by serving a prior written notice of at least one month or an amount equivalent to the gross salary for the period by which the notice period is short for, in lieu thereof.
- 8.3 The Company reserves its rights to terminate your services immediately on disciplinary grounds or gross misconduct or any other grounds as per its internal policies without any notice or notice pay.
- 8.4 Unauthorized absence or absence without prior written permission/approval from duty for a continuous period of five (05) days will lead to automatic termination of your employment without any notice of termination or notice pay.

8.5 Upon termination of your employment with the Company, you shall promptly return all copies of any documentation, materials, records, manuals or any other documented information including any item of the Company such as phone, mobile sim, laptop, cards, etc. provided to you for carrying on your duties including all work, products, notes, materials made or compiled by you during the course of your employment.

## **9. Indemnification**

9.1 You hereby agree and assure to save and hold the Company, its directors, officers and other employees harmless from any loss, cost, harm or damage that may be incurred, arising out of or connected with the employment, based on:

- (a) a third-party claim against the Company alleging that you were negligent while performing your services, responsibilities and obligations;
- (b) any act, omission or negligence on your part;
- (c) any breach of the terms of this Letter of Appointment or internal policies of the Company by you; and/or
- (d) Any breach done by you of any laws, by-laws, rules, regulations and guidelines, etc..

## **10. Governing Law and Dispute Resolution**

10.1 Your Employment with the Company is subject to the laws of India. All disputes, claims or differences shall be subject to the jurisdiction of the courts of Hyderabad, Telangana only. All disputes or differences arising out of or in connection with the terms of this Letter of Appointment and your employment with the Company shall be referred to a sole arbitrator who shall be appointed by the Company. The arbitration proceedings shall be as per the provisions of the Arbitration and Conciliation Act, 1996. The seat of arbitration shall be at Hyderabad, Telangana and the language of the arbitration proceedings shall be English only.

## **11. Miscellaneous**

11.1 You agree that you may be transferred from one department to another or from one unit to another whether existing at the time of joining or may come into existence at a later stage as indicated to you by the Company, from time to time.

11.2 You will be entitled to leave and holidays as per the HR policy and other internal policies of the Company.

11.3 You agree to retire from the services of the Company on attaining the age of 60 years automatically.

11.4 No waiver by the Company of any breach of or rights under the terms of this Letter of Appointment shall be a waiver of any preceding or succeeding breach or be construed as a waiver of any other right.

11.5 Neither you nor the Company shall be liable nor responsible for any damages in any manner whatsoever for any failure or delay to perform or fulfill any of the obligations including payment obligations under this Letter of Appointment when such failure or delay is due to force majeure event such as pandemic, fire, riot, strike, lockout, war, civil commotion, accident, flood, storm, acts of God, omissions or acts of the governmental authorities, lock-down or like restrictions by the appropriate government or authority, acts beyond the control of the Company and/ or you, or for any other reasons which cannot reasonably be forecast or provided against, and which cannot be predicted by men of ordinary prudence.

11.6 The Company shall be entitled to make policies, rules and regulations and other such procedures regarding employees at its sole discretion. You agree that you shall be governed by all policies, rules and regulations and procedures framed from time to time as applicable to the employees in the Company. All such policy decisions of the Company shall be binding on you and shall override the terms of your employment to that extent.

You are advised to sign a copy of this Letter of Appointment as a token of having accepted the terms and conditions of your employment and return the same to the Company.

Thanking you,

**For Exploring Infinities Edtech Private Limited**



**Authorized Signatory  
Prachotan DL**

**Acceptance:**

**I have read the terms of this Letter of Appointment carefully and I understand and accept the obligations which it imposes upon me without reservation. No promises or representations have been made to me to induce me to sign this Letter of Appointment. I sign this Letter of Appointment voluntarily and freely.**

**Signature:**  \_\_\_\_\_

**Name:** Dev Jetha

**Contact details:** 9840385440

**Date:** 24-08-2023

**Place:** Chennai

**SCHEDULE-1  
SALARY STRUCTURE**

	Monthly	Annually
Basic & DA	₹14,350.00	₹1,72,200.00
House Rent Allowance	₹5,740.00	₹68,880.00
City Compensatory Allowance	₹2,870.00	₹34,440.00
Conveyance	₹574.00	₹6,888.00
Medical Allowance	₹430.50	₹5,166.00
Project Allowance	₹11,035.50	₹1,32,426.00
<b>Total Earnings</b>	<b>₹35,000.00</b>	<b>₹4,20,000.00</b>
<b>Deductions</b>		
Employer Provident Fund	₹1,800.00	₹21,600.00
Employee Provident Fund	₹1,800.00	₹21,600.00
Professional Tax	₹200.00	₹2,400.00
Medical Insurance	As Applicable	
TDS	As per Law	
<b>Total Deductions</b>	<b>₹3,800.00</b>	<b>₹45,600.00</b>
<b>Gross Salary before TDS, Medical Insurance</b>	<b>₹31,200.00</b>	<b>₹3,74,400.00</b>
Cost to Company	<b>₹35,000.00</b>	<b>₹4,20,000.00</b>

- Cost to Company**  
 Your annual remuneration payable by the Company to you will be Rs 4,20,000/- (Rupees Four Lakh Twenty Thousand) per annum only.
- Taxation**  
 The Income Tax Act as prevailing at the time of your employment will govern the taxation matters on all the CTC components including reimbursements. The Company will deduct tax at source as per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Date: 24-08-2023

Signature:





**APPOINTMENT CUM WORK ASSIGNMENT LETTER**

27th June 2023

To

**Mr.DHanush S (1521022**

*No.5,TVS street, Kamarajar nagar, Red Hills,  
Chennai, TamilNadu, 600052*

Dear **DHanush S**,

We are pleased to appoint you as **Field Recruiter** with our Client KiranaKart Technologies Private Limited, **Chennai** on a fixed Term Basis. You have to complete pending

Joining Formalities within 10 days from the date mentioned for your joining.

**In addition to this :**

1. As the Project work awarded to us by our Clients is only for a certain period, your assignment with us initially will be from **22nd June 2023** to **20th June 2024** as per terms mentioned in the Letter of Engagement dated **22nd June 2023** If however, the Project work is extended, your association with us may be extended for such further period as may be decided by us. Hence, this contract of employment by no means be treated or construed to be of permanent in nature granting thereby to you a status of permanent employee of the Company. Your employment is governed by the contractual agreement between Buzzworks Business Services Private Limited and Client for which your services have been engaged.
2. If however the project work awarded to us is completed before time or if is terminated for any reasons whatsoever earlier, then your services shall be terminated on such earlier date as the situation demands as per terms mentioned in your Letter of Engagement.
3. Your CTC details are as per the details mentioned in Appendix-1. The net salary is subject to Income Tax. Your salary is payable only through electronic payment mode such as EFT/NEFT/RTGS/ECS or account payable cheque for which you have to provide relevant information at the time of joining. One month grace period shall be provided to you on reasonable ground.
4. In addition to the Monthly Salary, you will not be entitled to any other perquisites/ allowances unless given to you in writing. Your coverage under ESIC scheme, Provident Fund scheme, and Bonus Act where applicable will be as per the government regulations. Salary would be receivable on or before 10th of the subsequent month, subject to receipt of corresponding payments from our Client where you will be deployed. Any discrepancy in the salary received needs to be reported to our nearest branch within 7 days of receipt of salary after which, it will be considered as correct and further claims will not be entertained. Gratuity will be payable as per Payment of Gratuity Act, 1972. TDS will be deducted at rates applicable as per Income Tax Act, in case PAN number along with proof is not provided to nearest Branch within 7 days of joining. Any unclaimed salary within 3 years from when it is due, will be paid to Labour Welfare Fund as per Labour Welfare Fund Act. You will be entitled to leave as per the practice followed by the client.
5. Your coverage under ESIC scheme is subject to adherence of rules & regulation of it. It is mandatory for you to submit Aadhar Card (UID) including your family within one month from the date of issuance of ESIC number, if you fail to submit the Aadhar Card (UID) within stipulated period in that case you will not be eligible to take benefits of ESIC coverage and in that Circumstances Company shall not be held responsible.
6. You are eligible under Provident Fund scheme subject to adherence of rules & regulation of it. It is also mandatory for you to submit Aadhar Card (UID), PAN Card & Bank A/c. No. with IFSC (collectively referred as 'KYC') within one month from your date of joining, if you fail to submit the KYC within stipulated period in that case as per PF norms you will not be able to withdraw or transfer or to take any benefits of PF and in that circumstances company shall not be held responsible or liable.
7. Since our Client undertakes contract projects, you may be required to work at different project sites and are likely to be deputed in any establishment within the city or outside the city including outside the State for the purpose of discharging your duties as and when the situation demands, at the said working hours.
8. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the Management. If you are found involved in any act which is unethical or can be considered as breach of integrity or in the opinion of the Company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation. At all-time during the tenure of this Contract of employment you will be bound by any Rules & Regulations enforced by the management from time to time in relation to the conduct, discipline, leave, holidays or any other matters relating to service conditions.
9. Either party can terminate the contract during the existence of a work assignment by providing a notice of 7 days to the other Party. This is as per the terms laid out in the Letter of Engagement. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against our clients. Your continuance in employment is subject to your remaining physically and mentally fit. As and when required, the Management may require you to submit yourself to medical examination by a physician of the choice of the management.
10. Employee Insurance as per applicable terms & conditions.
11. This letter is being sent to you in duplicate, Please return two copies of the same, duly signed as the token of acceptance this Contract of employment with the above terms and conditions along with the appended letter of assignment.

Yours faithfully,

**For Buzzworks Business Services Private Limited**

Registered Office Address:

**Buzzworks Business Services Pvt Ltd.**

Door No.84,3rd Floor, Murugesha Naicker Building, Greams Road,Thousand Lights, Chennai -600006

+91.44.49781837 <http://www.buzzworks.com/>

**Authorized Signatory**  
**Confirmation of Acceptance** have received the Work Assignment Letter and hereby confirm that I have read, discussed and hereby therefore agree to the terms and conditions contained thereto

**Letter of Engagement with our Clients/Business Partners**

27th June 2023

Dear MrDHanush S,

1. Buzzworks Business Services Private Limited (also known as "Buzzworks") is involved in the business of providing services to manage key business processes of our Clients/ Business Partners. Based on your interaction with us, we wish to confirm your registration with us for the purpose of selection to perform any service ("Work Assignment") that may be required by our Clients/ Business Partners ("Customer").
2. It is understood that mere registration with Buzzworks does not guarantee you any Work Assignment and is subject to selection by Buzzworks and/or its Customers. Buzzworks may offer to engage you to perform specific Work Assignments from time to time for any of its Customers at a specified location and you may choose to accept such offer at your discretion.
3. The terms of this letter ("Engagement Letter") shall govern your relationship with Buzzworks now and in the future. Each Work Assignment will be governed by the terms of this letter and the specific Work Assignment Letter. In the event of any inconsistency, the terms of the relevant Work Assignment Letter shall govern.
4. Execution of any Work Assignment Letter by you shall be a full and complete acceptance by you to perform the services. Upon acceptance, you shall
  1. fully perform the services, in a professional manner, at the Customer's location till the completion of the term of the Work Assignment;
  2. during the term of the Work Assignment, render services exclusively to the Customer and such performance shall not be inconsistent with any obligation you may have to other third parties;
  3. not engage in any conduct detrimental to the interests of the Customer or Buzzworks
  4. not receive any payments of any nature directly from the Customer or any person or institution related to the customer unless agreed to by Buzzworks
  5. not, either directly or indirectly, offer yourself for employment with the Customer, its agencies or its affiliates during the period of the Work Assignment without the prior permission of Buzzworks
  6. comply with the safety, health, environment and other rules and regulations of the Customer provided that you have been made aware of the same;
  7. report and be present at the Customer's designated location during the working hours mentioned in the applicable Work Assignment Letter
  8. extend all co-operation to the Customer's employees, consultants, representatives, etc., and do all such things as may be necessary and comply with all terms of the applicable Work Assignment Letter so as to effectively undertake the Work Assignment.
5. At the end of each Record Period, as mentioned in the Work Assignment Letter, or at the completion of the Work Assignment, whichever is applicable, you will deliver to the Customer, a Time Sheet (or any other format/ register as required by the Customer) containing the number of hours worked in any given day at the Customer's location and such other details as may be prescribed by Buzzworks and produce the same to Buzzworks upon request.
6. As consideration for the services performed during any Work Assignment, Buzzworks will pay you remuneration, as per the Work Assignment Letter. Buzzworks will be entitled to make deductions as per applicable law or in respect of any amounts due to Buzzworks or to the Customer from you. You will be reimbursed any approved expenses subject to you, submitting original bills/ declarations as required by Buzzworks and/or the Customer.
7. Any intellectual property that results from work performed by the Individual under any Work Assignment Letter shall be the property of the Customer and the Individual agrees to assign/ transfer to the Customer, the worldwide, perpetual and entire right, title, and interest in all intellectual properties including all rights to obtain, register, perfect, and enforce patents, copyrights, and other intellectual property protection under any laws and conventions.
8. All proprietary information/ material of the Customer that is made known to you during the term of the Work Assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such proprietary information/ material. You agree that all information, correspondence, documents, materials or items provided to you by the Customer or Buzzworks are provided to you in trust and on lapse/ termination of the Work Assignment, you shall promptly return all such material to the Customer or Buzzworks, as the case may be.
9. You agree that this Letter of Engagement creates no obligation on the part of either party unless you are selected for a particular Work Assignment and you execute the relevant Work Assignment. By executing this Letter of Engagement, neither do we offer you employment with Buzzworks nor do you become an employee of Buzzworks. The terms of this Letter of Engagement shall however govern any Work Assignments that you undertake to perform.
10. Should you be selected to perform the Work Assignment, the nature of your relationship with Buzzworks will be that of Employment/ Contract of Service for a period mentioned in the Work Assignment Letter. Upon lapse or termination of the Work Assignment, your employment with Buzzworks shall stand terminated forthwith.
11. Except for lapse of a Work Assignment due to completion, if either Party wishes to terminate the Work Assignment during its existence, the terminating Party shall provide a notice of 7 days to the other Party. In case you fail to give the above notice, the salary in lieu of notice will be recovered from you.
12. In case there is no Work Assignment subsisting, either party may terminate this Letter of Engagement forthwith by sending notice in writing. If a Work Assignment is subsisting, this Letter of Engagement can be terminated only co-terminus with the relevant Work Assignment as per the notice period required for termination of the Work Assignment as above.
13. Termination of this Letter of Engagement shall not affect the obligations of the parties that have been incurred prior to termination and Buzzworks will promptly settle all your dues after making applicable deductions. Further, obligations relating to confidentiality and intellectual property shall continue after termination/ expiry of this Letter of Engagement or the Work Assignment.
14. You agree to defend, indemnify and hold Buzzworks or the Customer harmless from any and all claims, damages, liability, attorneys' fees and expenses on account of your failure to satisfy any of your obligations under this Letter of Engagement or under the Work Assignment Letter or for misconduct, violation of any law or creation of any legal liability by you.

Registered Office Address:

**Buzzworks Business Services Pvt Ltd.**

Door No.84,3rd Floor, Murugesha Naicker Building, Greams Road,Thousand Lights, Chennai -600006

+91.44.49781837 <http://www.buzzworks.com/>





15. Any dispute between the Individual and Buzzworks shall be referred to a sole arbitrator to be selected from a list of arbitrators nominated by Buzzworks. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act, 1996, at Chennai, India. This engagement letter shall be governed in all respects by the laws of India.

In addition to the terms contained herein, your relationship with Buzzworks may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by Buzzworks.

**Confirmation of Acceptance**

I have received the Work Assignment Letter and hereby confirm that I have read, discussed and hereby therefore agree to the terms and conditions contained thereto

**Candidate Name & Signature**

Registered Office Address:

**Buzzworks Business Services Pvt Ltd.**

Door No.84,3rd Floor, Murugesu Naicker Building, Greaves Road,Thousand Lights, Chennai -600006

+91.44.49781837 <http://www.buzzworks.com/>

## Annexure

SALARY HEAD	MONTHLY	YEARLY
Basic	16000	192000
House Rent Allowance	6675	80100
Bonus	1333	15996
Gross Salary	24008	288096
Total Earning	24008	288096
EPF Employee Contribution	1800	21600
Professional Tax	208	2496
Total Deduction	2008	24096
Net Salary	22000	264000
EPF Employer Contribution	1950	23400
Total Employer Contribution	1950	23400
Cost to Company	25958	311496

Kindly return copy of the letter as acknowledgement of the terms and conditions.  
This is system generated document. Hence, Signature is not required.



Dear **Dharshan V**,

With reference to the interview process and related discussions, we are happy to extend an offer of employment for the role of **Process Associate**. You are expected to accept this offer and submit a copy of the accepted offer letter within 3 days from the issuance of this letter, and join the duties latest by **21-Sep-2023**, failing which this offer of employment will automatically expire.

This employment will be subject to a six-month probation period. At the end of your probation period, your performance will be evaluated by the Company's Management for the purpose of your confirmation.

Your work location on the date of appointment is at SriSattva Group office based at Guindy, Chennai. Your employment is with **Srisattva Advisors OPC Private Limited**, which is one of the legal entities of SriSattva Group. Your employment is governed by the terms and conditions which will be outlined in the appointment letter issued to you joining and completion of your background verification along with HR documentation formalities.

You will be eligible for remuneration subject to any taxes and government deductions (if any), as enumerated below:

**Hi Dharshini.KS,**

Congratulations! Greetings from Salcomp! Hope you are doing good.

As discussed, on benchmarking with our policy, we would like offer you the below mentioned proposal.

**Designation : Co-ordinator - Training - HR - ST1.**

**TCTC : Rs. 3,50,000 per annum + Gratuity + Transport.**

<b>Particulars</b>	<b>Annually</b>	<b>Monthly</b>
Basic Pay	1,86,000	15,500
House Rent Allowance (HRA)	93,000	7,750
Special Allowance	48,680	4,057
<b>Gross Total - A</b>	<b>3,27,680</b>	<b>27,307</b>
<b>Employer PF - B</b>	<b>22,320</b>	<b>1,860</b>
<b>TCTC = (A+B)</b>	<b>3,50,000</b>	<b>29,167</b>



# Salcomp

POWERING THE SMART WORLD

**Dharshini.K.S**

**1004730**

SALCOMP TECHNOLOGIES INDIA PVT LTD

#### Our Values

- \*Integrity & Pragmatism
- \*Respect
- \*Long-termism
- \*Customers First
- \*Accountability
- \* Value Symbiosis

This Identity Card if found, please forward it to  
The address mentioned below:

**Salcomp Technologies India Private Limited**  
Nokia Telecom SEZ, Sipcot Industrial Park Phase-III,  
Chennai - Bangalore Highway,  
Sriperumpudur - 602 105, TamilNadu.  
Tel No : 044-37177777



**26<sup>th</sup> Oct 2023**

**PERSONAL & CONFIDENTIAL**

To,

**Mr. Dhayananthan A**

Dear Dhayananthan,

This letter will memorialize the terms of your internship by Kaalbi Technologies Private Limited (the "Company"). Your internship is contingent on your ability to furnish internship eligibility documentation as required by law. We congratulate you on your appointment. We are confident that your contribution will take us further in our journey towards becoming world leaders.

Radware® (NASDAQ: RDWR), a global leader of cyber security and application delivery solutions for physical, cloud, and software defined data centers. Its award-winning solutions portfolio secures the digital experience by providing infrastructure, application, and corporate IT protection and availability services to enterprises globally. Radware's solutions empower more than 12,500 enterprise and carrier customers worldwide to adapt to market challenges quickly, maintain business continuity and achieve maximum productivity while keeping costs down.

The terms of your Internship are as follows:

**Internship Title:** NOC Intern Engineer

**Internship Period:** 30-Oct-2023 to 30-Oct-2024.

**Terms of Compensation:** Your compensation will be of Rs. 15,000/- per month.

**Roles and Responsibilities:**

- Respond promptly to alerts generated by monitoring tools, investigating the root cause, and taking appropriate actions to resolve or escalate incidents.
- NOC operators are responsible for continuously monitoring the health and performance of cloud infrastructure and services.
- NOC operators are the first line of defense in managing incidents related to cloud infrastructure and services.
- Maintaining accurate and up-to-date documentation is a crucial aspect of the NOC operator's role.
- Working in a 24/7 shift environment

**Working Hours:** Your working hours will be from 10.00 AM to 07. 00 PM or shifts based on business requirement & nature of Work. The working days for the office are from Monday to Friday every week.

**Kaalbi Technologies Pvt. Ltd.**

**Confidentiality and Invention Assignment:** Your internship is conditioned upon your execution of Confidentiality and Invention Assignment Agreements and agreement to abide by the and conditions of those Agreements. Failure to abide by the terms of the Agreements may result in your dismissal, and you are subject to their terms even after the termination of your internship.

**Non-Solicitation of Customers:** You agree that during the term of your internship and for a further period of 12 (twelve) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company, Radware Ltd and/or any of their affiliated companies and a customer was originally established in whole or in part through your efforts; (i) solicit any business from any customer; (ii) persuade any existing or prospective customer to cease doing business with the Company Radware Ltd and/or any of their affiliated companies; (iii) reduce the amount of business which any customer has customarily done or might propose doing with the Company.

**“Internship Agreement”:** To protect the interests of the Company, you will need to sign the Company's standard Terms & Conditions of Internship (attached as Exhibit A), invention assignment agreement, and the Confidentiality and Conflict of Interest Agreements (collectively, the “Intern Agreements”) as a condition of your internship. You represent that your signing of this offer letter, and the Internship Agreements and your commencement of internship with the Company will not breach any agreement currently in place between yourself and current or past employers.

Please confirm that this letter sets forth the terms of your internship with the Company by countersigning a copy of this letter below. Your signature below indicates that you fully understand the terms of your internship with the Company and that you enter this Agreement knowingly and of your own accord.

Sincerely,

DocuSigned by:  
  
EB31FB488422404...

---

**Riki Goldrieich**  
**VP Global HR**

Agreed: \_\_\_\_\_

**EXHIBIT - A**

**Terms & Conditions of Internship**

1. During the term of your internship with Kaalbi Technologies Private Limited (“Kaalbi Technologies”), you may not engage in any internship or act in any way, which either conflicts with your duties and obligations to Kaalbi Technologies or is contrary to the policies or the interests of Kaalbi Technologies.
2. During the term of your internship with Kaalbi Technologies, you are required to disclose all material and relevant information, which may either affect your internship with Kaalbi Technologies currently or in the future or may be in conflict with the terms of your internship with Kaalbi Technologies, either directly or indirectly. If at any time during your internship, if Kaalbi Technologies becomes aware that you have suppressed any material or relevant information required to be disclosed by you, Kaalbi Technologies reserves the right to forthwith terminate your internship without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been offered internship by Kaalbi Technologies.
3. You agree to conform to and comply with Kaalbi Technologies Policy and such directions and orders as may from time to time be given by Kaalbi Technologies.
4. Notwithstanding anything mentioned in this Agreement, Kaalbi Technologies may terminate your internship, with immediate effect by a notice in writing (without salary/stipend in lieu of notice), in the event of your poor performance, misconduct , including but not limited to, fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by you of Kaalbi Technologies property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or Kaalbi Technologies Policy or other documents or directions of Kaalbi Technologies, or irregularity in attendance, or your unauthorized absence of from the place of work for more than two (2) working days, or closure of the business of Kaalbi Technologies, or redundancy of your post in Kaalbi Technologies, or upon you conducting yourself in a manner which is regarded by Kaalbi Technologies as prejudicial to its own interests or to the interests of its clients .
5. Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects.
6. You agree that the interpretation and enforcement of this Agreement shall be governed by the laws of India and all disputes under this Agreement shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996. The venue for arbitration will be Bangalore.

This is to certify that I have read this Agreement and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them:

\_\_\_\_\_



**Human Resources**

4th Floor, Neville Block, Ramanujan IT City,  
TRIL Infopark Limited - SEZ,  
Rajiv Gandhi Salai (OMR), Taramani, Chennai - 600 113

**Registered Office**

B6, 7th Floor of Nirlon Knowledge Park,  
Goregaon (East), Mumbai – 400 063  
CIN No:U72900MH2009FTC192938  
T +91 22 2653 2160  
F +91 22 2653 2215

**Citicorp Services India Private Limited**

20/07/2023

Dhivya Priya M  
No.10 V O C Street, Bharathidhasan Nagar, VTC :  
Mogappair West, Tamil Nadu 600037

Dear Dhivya Priya,

We would like to thank you for giving us the opportunity to meet with you, and discuss a possible employment opportunity with Citicorp Services India Private Limited (hereinafter referred to as 'Citi').

We are pleased to make an 'Offer' to you on the following terms and conditions, which will govern your employment with Citi and will be effective from your date of joining Citi:

- Career Level: C04
- Location: CHENNAI
- Entity/Group: Citicorp Services India Private Limited
- CTC (INR)\*: 471,270

\* For the details of your compensation i.e. CTC please refer Annexure.

Upon your acceptance of this Offer, and subject to successful completion of all pre-requisites to the satisfaction of Citi, your initial appointment will be at Special Economic Zone Unit of the Company at 4th Floor, Neville Block (Block A), Ramanujan IT City, TRIL Infopark Ltd, Rajiv Gandhi Salai (OMR), Taramani, Chennai. The effective date of your joining will be as mutually agreed upon.

You shall comply with and abide by:

- a. all policies of Citi (and changes/revisions thereto effected from time to time),
- b. the Code of Conduct for employees and changes/revisions thereto effected from time to time, as applicable to your grade, during the course of your employment with Citi.

During the course of your employment with Citi, you will work exclusively for, and in the interest of, Citi and maintain confidentiality as to the business of Citi and its customers, as required by Citi. You will not associate yourself in any activities which in the opinion of Citi are harmful or detrimental to the interests of Citi.

You are not entitled to be employed with another employer or be interested directly or indirectly in any other business or vocation.

Citi shall have the right, but not the obligation to transfer/second you, as the case may be, to any function, business group, any other location within India, or to its affiliate and subsidiary organizations, at any time in the future.

*Dhivya Priya H.G.*

21.07.2023

## Human Resources

4th Floor, Neville Block, Ramanujan IT City,  
TRIL Infopark Limited - SEZ,  
Rajiv Gandhi Salai (OMR), Taramani, Chennai - 600 113



## Registered Office

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## Citicorp Services India Private Limited

As a prerequisite for joining the employment, Citi will make confidential reference checks and background verification, including your stated academic credentials and professional career and achievements. Hence, your date of joining Citi is contingent upon entering the requisite data on First Advantage website and/or any third party authorized by Citi for this purpose ("Service Provider") for initiation of the above reference checks and background verification\*\*. This offer would stand revoked if the requirement is not fulfilled within (5 days) from the time of receipt of email intimation.

\*\*not applicable for Citi inter-entity transfers

You hereby authorize Citi and/or the Service Provider, at any time, to verify any of your information and to conduct reference checks and other enquiries regarding your background, character and personal reputation. In this regard, you further authorize the disclosure of your personal information from Citi to the Service Provider, as may be required and agree to release Citi and its employees from liability on account of such disclosure.

Upon joining, you shall provide Citi with the documents as mentioned in the checklist shared with you over e-mail. You will also be required to declare any indebtedness, personal investments, and your involvement in any litigation and make such other declarations and undertakings that are required as per Citi's policies on joining, and during the course of your employment with Citi.

All intellectual property rights and goodwill generated, as a result of your employment with Citi, shall be for the benefit of and belong to Citi. You hereby unconditionally agree to assign all intellectual property rights of whatever nature that may arise under or in connection with the services you provide whilst in employment with Citi.

You will be eligible for other perquisites and benefits as applicable and available to employees in your grade from time to time, some of which are mentioned below:

- **Group Medclaim Policy:** Citi has a medical insurance policy for officers of your grade. To become eligible to participate in Citi's medical insurance policy you need to enroll yourself and your family (spouse/ domestic partner and 2 children up-to the age of 25) in the insurance policy. You also have the option of including your parents and parents-in-law subject to certain conditions. Further details about the policy will be available to you upon joining.
- **Group Term Life Insurance Policy:** All employees of Citi are beneficiaries of a Group Term Life Insurance Policy with death coverage benefit, as per its terms, in the event of the employee's death. The premium attributable to you will be entirely borne by Citi. Further details about the Policy will be available to you upon joining.
- **Group Personal Accident Insurance Policy:** All employees of Citi are beneficiaries of a Group Personal Accident Insurance Policy that provides benefit with claims arising out of any accident and/or upon permanent/partial/temporary disability, Loss of Job and many additional covers as per conditions which is defined by the scheme. Further details about the policy will be available to you upon joining.

Your compensation and terms of employment shall be subject to review in accordance with Citi's policies from time to time, at the sole discretion of Citi. Your monthly payments and your benefits shall be subject to deduction of income tax as per prevailing income tax rates and other statutory deductions as may be required, in accordance with applicable legislation in force from time to time.

*Shirya Prinja - M.Y.*  
21.07.2023



**Human Resources**

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**Citicorp Services India Private Limited****Termination**

- Citi reserves the right to terminate your employment immediately, at any time, in case you are unable to provide all suitable documentation required as a part of the joining process on the date of your joining the services of Citi.
- It is understood that this employment is being offered to you on the basis of the particulars submitted by you to Citi. However, if at any time, it should emerge that the particulars provided by you are false/incorrect or if any material or relevant information has been suppressed or concealed, this Offer will be considered ineffective and would be liable to be terminated by Citi.
- Your employment may be terminated by either you, or by Citi. To so terminate, either party shall be required to give the other, ninety(90) calendar days written notice in advance of termination, or pay to the other the Monthly or prorated Payments in lieu of such notice period, though upon a termination of employment by you, you accept that Citi at its discretion, can require you to continue in service during the period of notice and need not necessarily accept Monthly Payments in lieu of notice from you. It is clarified that upon a termination of employment by you, and you are not required by Citi to continue in service, Citi is not obliged to make any Monthly Payments to you in lieu.
- Citi reserves the right to terminate your employment immediately, at any time, without making any Payments to you in lieu of notice, in case:
  - You are guilty of dishonesty, or serious or persistent misconduct, temporary/long absence from work without previous approval, absence from work citing wrong/false reasons or, you neglect or refuse to attend to your duties or fail to perform any of your obligations, or fail to observe Citi's business, disciplinary and ethical code, guidelines and policies.
  - You absent yourself from the services of Citi without prior approval, or overstay sanctioned leave by fifteen consecutive days without prior intimation and approval, as you will be deemed to have abandoned service voluntarily.
  - If the outcome of background verification\*\* is found unsatisfactory.

\*\*not applicable for Citi inter-entity transfers

- Upon termination of this employment, you shall immediately return all Citi property in your possession to Citi. You will be relieved from services only after satisfactory hand-over of responsibilities, settlement of outstanding dues and service of notice period, and subject to any specific conditions mandated by relevant circumstances at the time.

**Retirement**

You shall retire from the services of Citi upon completion of 60 years of age.

**Consent for Purpose of Collection**

Without prejudice to the foregoing, you agree that any personal data provided by you or on your behalf to Citi from time to time prior to or in course of your employment with any Citi entity (if employment is subsequently offered to you) as well as all other personal data related to you will be used/ disclosed by Citi for legitimate purposes.

*Shriya Prinja H. G.*

21.07.2023

**Human Resources**

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**Citicorp Services India Private Limited**

- To comply with any obligation imposed under any contract, law and/or regulation.
- Monitoring your financial transactions in all or any accounts held with Citi.
- Retention / preservation of your employment records with Citi for an indefinite period.
- Sharing of all or any of your details with any person, if any event or situation warrants such disclosure

**Governing Law**

Your employment (including these terms) shall be governed by and construed in accordance with the laws of India.

**Statutory Benefits**

The statutory benefits available to eligible employees in accordance with the provisions laid down under the Employee's Compensation Act, the Maternity Benefits Act, Employees' State Insurance Act and/or any statutory modification or re-enactment thereof for the time being in force would be applicable basis the specific criteria laid down under the respective Acts from time to time.

These terms, and your employment with Citi, is contingent upon your confirming written acceptance of the above terms and conditions of Citi within ten days of receipt of this letter by you on the duplicate copy of this letter and your joining us on or before a mutually agreed date.

This offer letter shall stand revoked in case you (the candidate) fail to join within a week (7 calendar days) of the agreed date, as agreed with your HRG in writing. Also in such an event your candidature shall be barred from being considered for any future openings in Citi.

We wish you an enjoyable and rewarding association with us.

Sincerely,

Subasri Vasudevan  
Vice President  
Human Resources  
On Behalf of: Citicorp Services India Private Limited

I hereby accept the offer of employment on the terms set out above.

Dhivya Priya M  
(Candidate Signature Date)  
signHere1

*Dhivya Priya M.*

21.07.2023

**Human Resources**

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**Citicorp Services India Private Limited****Annexure**

## Compensation (INR)

Grade/ C Level	C04
Basic Salary	180,063
Special Allowance	119,900
Meal Allowance	36,000
**Car Allowance	0
HRA	90,032
LTA	15,005
TC less LPA (a)	441,000
*LPA Amount (b)	0
Other Cash Components (c)	0
Total Cash (a+b+c)	441,000
***Provident Fund - 12%	21,608
****Gratuity - 4.81%	8,662
*****Superannuation - 13%	0
Retirals: Overall (d)	30,270
CTC (a+b+c+d)	471,270
Sign-On Bonus	0
Notice Period Buy Out	0

*Dhinyanuja - M. J.*

21.07.2023



**Human Resources**

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**Citicorp Services India Private Limited****Discretionary Incentive Award**

In addition to your base salary, you may be eligible to be considered for a discretionary incentive award as applicable to your position. Discretionary incentive award will be made at the discretion of management based on a variety of factors, including, without limitation, the global and local performance of the Company, your business unit, and your individual contribution. In order to be eligible to receive any incentive compensation, you must not have tendered your resignation or been given notice of termination of your employment on or before the payment of any incentive.

Citi reserves the right to make any amendments to the relevant incentive award (including, without limitation, increasing or decreasing the amount of any incentive or changing the frequency of payment or revising the factors to be taken into account to determine the payment) from time to time at Citi's sole discretion.

\*LPA Location Premium Allowance is a function of your grade/level and is linked to your work location. LPA is variable and the value of LPA can either decrease or increase upon your transfer from one location to another.

\*\*Car Allowance: You will be eligible for a company lease car as applicable at your grade level (applicable for C12 and above). The annual budget available to spend on the car including the purchase price of the new car will be capped at 20% of your Total Cash less LPA. The annual budget will be utilized for the payment of the annual cost of Lease charges to the leasing company, annual amortized cost of one-time levies like Road tax, Registration, Octroi as applicable, the cost of annual premium for a comprehensive Insurance for the vehicle, cost of fuel and regular maintenance and other taxes. Any unutilized car allowance will be paid out and will be full taxable. The car entitlements are subject to Income Tax prerequisite valuation rules as applicable from time to time. Please do contact your HR Generalist for details of the car policy.

\*\*\*Provident Fund: Under this scheme you will be required to contribute 12% of your eligible base pay components per month, which will be deducted through payroll. A matching contribution will be made by Citi towards the same. Eligible base pay components for contribution purposes will be determined as per applicable laws, rules, regulations, notifications, ordinances and policies notified or promulgated and modifications thereof from time to time and in accordance with Citi policies.

\*\*\*\*Gratuity: You will be eligible for gratuity at the time of leaving the services, as per the policies of Citi. Gratuity is paid in case an employee completes 4 years and 240 days of continuous service and it is calculated on the basis of the statutory provisions and company policy.

\*\*\*\*\*Superannuation Fund: You have the choice to participate or decline to participate in the Superannuation scheme of Citi, immediately upon joining. You are required to choose an option as per the Mandate Form available in the joining kit. After choosing an option, you may not, thereafter, change the same. Further details about the Scheme will be available to you upon joining.

*Shivya Prinja H. J.*

21.07.2023

**Human Resources**

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**Citicorp Services India Private Limited****Relocation clause:**

For employees who are relocating to Citi work location and are eligible for relocation benefits as per Citi Relocation Policy, you understand and voluntarily agree that in the event you voluntarily leave the organization for any reason within 12 months from your transfer date, which is the date of employment in your new work location, you agree to repay the gross amount of all the relocation expenses paid or reimbursed by Citi to you. You also voluntarily agree that for any relocation expenses that you owe, Citi India may deduct any amounts or wages owed to you by Citi India upon the termination of your employment, to the extent permitted by applicable law. If these deductions are insufficient to reimburse Citi India fully, you will remain liable for the balance of such relocation expenses and agree to pay Citi India that balance within 3 months of your last date of employment with Citi.

**Employee Conduct**

Citi takes workplace conduct and behavior very seriously, which is fully articulated within Citi's Code of Conduct. Specifically, Citi strives to be the best for our customers and clients, while also facilitating a strong culture of compliance, governance, and ethical conduct.

Citi and our regulators around the world expect our employees to conduct themselves in a manner that supports this objective and also builds and supports their own personal reputation and integrity. Citi also expects all of its workplaces to be inclusive environments where employees treat each other with mutual respect, and always operate in the best interests of our clients and shareholders. Citi promotes various channels through which concerns can be escalated, including confidentially, and fully expects employees to utilize these escalation channels in a timely manner without fear of retaliation.

As a Citi employee, you are expected to align your personal conduct to these objectives and comply with all Citi's policies and standards, including the Code of Conduct. You acknowledge that if you breach or fail to comply with any Citi policy or standard, there may be serious consequences including being subject to disciplinary action, up to and including termination of employment.

Sincerely,

Subasri Vasudevan  
Vice President  
Human Resources  
On Behalf of: Citicorp Services India Private Limited

I hereby accept the offer of employment on the terms set out above.

Dhivya Priya M  
(Candidate Signature Date)

*Dhivya Priya M. G.*

21-07-2023

**Human Resources**

4th Floor, Neville Block, Ramanujan IT City,  
TRIL Infopark Limited - SEZ,  
Rajiv Gandhi Salai (OMR), Taramani, Chennai - 600 113



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**Citicorp Services India Private Limited**

signHere1

*Shriyashree M. G.*

21.07.2023



# apex



**DILLIBABU G**

**DOJ: 16 - Sep 2023**

**Emp.Status: Trainee**

A handwritten signature in black ink, appearing to be 'S S G' followed by a flourish.

Issuing Authority

**apex laboratories private limited**

B-23, SIDCO Pharmaceutical  
Complex Alathur - 603 110.

Ph.No: 044 - 67408800

**accesshealthcare**<sup>™</sup>



**Divya Bharathi Arokiyam**  
Employee Code:N0753533

17 October 2023

**Divya Lakshmi**

Old no : 15/1 New : 35/1 ,Thirupacheeswaran street chennai,  
Chennai ,Tamil Nadu , 600023

Dear Divya,

**Offer Letter**

This has reference to your application and subsequent interview you had with us. Further, we are pleased to offer you the post of **Trainee - Reviewer Selection Editor**.

Kindly make a note that your tentative date of joining would be **25 October 2023** and the Company may be constrained to change your joining date due to the prevailing unprecedented situation. In that event, the Company shall duly inform you of the revised Date of Joining. In case of any changes to the date of joining please inform us before the expected date of onboard. Failure to inform us and no-show on the expected date of joining will efface this employment offer.

You shall be on probation for a period of six months starting from the date of your joining. Your performance during the probation will be appraised and, if found satisfactory, you will be confirmed in services. However, in the event of your performance found not to be satisfactory, your probation period could be further extended as it deem appropriate by management.

Your all-inclusive monthly Cost to Company [CTC] shall be **INR 30019** wherein a Retention Bonus of **INR 2000** is included which shall be paid on successful completion of twelve (12) months from your date of joining, i.e., you will be paid **INR 24000 [INR 2000 x 12]** will be paid along with the nearest payroll cycle.

On successful completion of twelve (24) months from your date of joining, your all-inclusive monthly Cost to Company [CTC] shall be revised to **INR 32019** wherein a Retention Bonus of **INR 2000** is included which shall be paid on successful completion of twelve (24) months from your date of joining, i.e., you will be paid **INR 24000 [INR 2000 x 12]** will be paid along with the nearest payroll cycle.

During the probationary period, either party will be entitled to terminate this contract of employment by **45 days** prior notice in writing to the other. After confirmation the termination of employment by either party shall be by issuing **60 days** notice in writing to the other or salary in lieu thereof. In the event of you issuing a notice of termination shorter than the above period, the Company shall have its own discretion to adjust any leave due to you or recover from you such amount from your dues towards the shortfall in notice period. **However, acceptance of salary in lieu of notice period is at the sole discretion of the Company.**

If in case, you resign within a year from the date of your joining, you will be liable to refund the reimbursements such as relocation expenses, joining bonus, travel expenses [including air & road], accommodation expenses and any other special benefits as per your eligibility, whichever was provided by the Company.

Spi Technologies India Private Limited, Block 9B, Level - 6, DLF SEZ IT Park, 124,  
Mount Poonamallee Road, Manapakkam, Chennai 600 089, Tamil Nadu, India • Tel: +91 44 4006 4600

**Regd. Office:** R.S. No. 4/5 & 4/6, Gothi Industrial Estate, Vazhudavur Road, Kurumbapet Revenue Village, Puducherry 605 009, India  
Tel: + 91 413 2297600 • Fax: + 91 413 2297708 • www.straive.com • CIN: U93000PY2017PTC008168



Fayaz Khan J

New 37 old 18/1, surappa mudali St, Triplicane,

Chennai-05

Dear Fayaz Khan,

We are pleased to offer you an internship opportunity at WEBOIN. We were impressed with your qualifications, enthusiasm, and passion for digital marketing, and we believe that your skills will be a valuable addition to our team. This internship will provide you with an invaluable learning experience and an opportunity to grow in the dynamic field of digital marketing.

Your employment details are as follows:

Position: Internship

Location: Shakthi tower

Start Date: 17.10.23

End Date: 17.01.24

Working Hours: 10am - 6pm

We expect you to be punctual, professional, and dedicated during your internship. We also encourage you to be proactive and ask questions, as this will be a valuable learning experience for you.

Once again, we are excited to welcome you to WEBOIN and look forward to working with you. We believe that your time with us will be both enriching and rewarding.

Congratulations on your internship offer, and we look forward to your positive response.

Sincerely,

SARAVANAN KUMAR (CEO Of WEBOIN)



career@uniqueorg.in



2nd floor, Sai Kalyani Towers, Ashok  
Nagar, Chennai

11th Sept 2023

**Dear Jagadeesh G**

We are pleased to extend an offer based on our discussions and your interview. The position details, terms, and conditions, as discussed during the interview, are outlined below. A formal letter of appointment will be provided within 3 days of your joining date.

Position: **Business Associate**

Date of Joining: **September 12th, 2023**

Upon joining, kindly submit the following HR documents within 3 days:

- Graduation degree or Third year mark sheets.
- Proof of residence (e.g., passport, ration card, bank statement, license, electricity/telephone bill).
- If previously employed, provide Relieving/Resignation/Experience letter from last employer.

Non-submission of the required documents within the specified timeframe will result in the automatic withdrawal of this offer.

During the Training Period, **UNIQUE** reserves the right to terminate your services due to absenteeism. The Business Associate is responsible for safeguarding **UNIQUE's** intellectual property and upholding the company's reputation. Leaving within 1 Month will void any payment liabilities. Sharing company information with **non-UNIQUE** individuals, misrepresentation, or non-compliance will lead to penalties and contract termination. Alcohol influence during business hours will lead to immediate termination and potential legal action.

To confirm your acceptance, please sign and return the duplicate of this letter. We look forward to a successful and enduring partnership.

**Sincerely,**

**Shubhangi Shinde**

Managing Director



**09 June, 2023**

**Mr. Yaswini Gopi**  
No.8, Annai Indira Nagar, Nethaji Street,  
Moolachathiram  
Chennai  
Tamil Nadu - 600051

**Dear Mr. Yaswini,**

**Sub: Your appointment as "Junior Officer - Loan Origination".**

Pursuant to your application and subsequent interview, we are pleased to appoint you in HDFC Sales Private Limited as "Junior Officer - Loan Origination" in Grade "G2" with effect from **09 June, 2023** (Refer Annexure II for terms and conditions).

In lieu of the services rendered by you in terms of this Agreement, your salary will be as discussed i.e. **Rs. 214,172.00 per annum**. (Refer Annexure I for Salary Break - up).

As a token of your acceptance of this offer you are requested to return the duly accepted and signed copies of the Appointment Letter along with Annexures.

Yours truly,

**For HDFC Sales**

*Shilpi Singh*

**Authorized Signatory**



**Guardian®**



**Gayathri Anandhan**

---

Emp. Code: C004032743

Blood Group: B+

**Contractor**

**FIXED TERM CONTRACT OF EMPLOYMENT**

Dear **Gopi Chandran**,

We are pleased to offer you employment in our organization as **Trainee**, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid from **31 Jul 2023** to **30 Jul 2024** Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co-terminus with the aforementioned Project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein
3. During the period of the fixed contract, your services could be deputed at the sole discretion of the Management to any of our client's company to do work pertaining to or incidental to the clients business
4. Details of your salary break up with components are as per the enclosure.
5. You will be covered under a Group Accident Insurance Scheme to the extent of Rs 200000 and medical insurance up to Rs 100000 per annum. This policy will come into effect after 30 days of an employee joining the company.
6. You will be eligible for leave as per the company policy, during the period of your contract of employment.
7. You will be entitled to all statutory benefits wherever applicable during the fixed period of contract.
8. The contract shall be terminable by either party giving 30 days notice in writing or salary in lieu of notice, to the other.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy, and growth among all members of the CIEL HR family. As a new entrant, we would like you to whole-heartedly contribute to this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return it to us.  
With warm regards,

Yours truly,  
For CIEL HR Services Pvt Ltd.



**Aditya Narayan Mishra**  
CEO

I hereby accept the above-mentioned terms and conditions

**Signature:**  
**Date:**



**DEPUTATION**

Dear **Gopi Chandran**,

Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to MOVATE TECHNOLOGIES PRIVATE LIMITED with effect from **31 Jul 2023**. The terms and conditions of your deputation will be as follows:

1. You will, with effect from **31 Jul 2023**, be required to work at our client's office/premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of CIEL HR.
3. In the day to day functioning or responsibilities, you will receive instructions from MOVATE TECHNOLOGIES PRIVATE LIMITED and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by MOVATE TECHNOLOGIES PRIVATE LIMITED.
5. You shall be bound to follow the working hours of MOVATE TECHNOLOGIES PRIVATE LIMITED.
6. You shall take care not to disclose confidential information/trade secrets, etc that you may come across in the course of your responsibilities to anyone outside our client and use such information only in connection with the service provided to MOVATE TECHNOLOGIES PRIVATE LIMITED.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against our client. This arrangement is purely a contractual agreement between CIEL HR and MOVATE TECHNOLOGIES PRIVATE LIMITED for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of MOVATE TECHNOLOGIES PRIVATE LIMITED or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of MOVATE TECHNOLOGIES PRIVATE LIMITED entrusted to you in the due discharge of your duties and shall indemnify MOVATE TECHNOLOGIES PRIVATE LIMITED when there is a loss of any kind to the said property.


All the other terms and conditions of your employment remain unchanged.

Please sign the duplicate copy of this letter as a token of having read and acknowledged the contents and return it to us.

With warm regards,

Yours truly,

For CIEL HR Services Pvt Ltd.



**Aditya Narayan Mishra**

**CEO**

I hereby accept the above-mentioned terms and conditions

**Signature:**

**Date:**

Name	<b>Gopi Chandran</b>	Location	<b>CHENNAI</b>
Designation	<b>Trainee</b>	Employee Code	<b>138477</b>
Father Name	<b>Chandran</b>	DOB	<b>10 Apr 2003</b>
Period Of Employment	<b>31 Jul 2023 to 30 Jul 2024</b>		

Salary	Monthly CTC	Annual CTC
Basic	14,500.00	1,74,000.00
House Rent Allowance	7,250.00	87,000.00
Statutory Monthly Bonus	1,208.00	14,496.00
Other Allowance	1,550.00	18,600.00
<b>Gross Earning</b>	<b>24,508.00</b>	<b>2,94,096.00</b>
Employer PF	1,800.00	21,600.00
Insurance	100.00	1,200.00
PF EDLI	150.00	1,800.00
<b>CTC</b>	<b>26,558.00</b>	<b>3,18,696.00</b>
PF	1,800.00	21,600.00
PT	208.00	2,496.00
<b>Gross Deduction</b>	<b>2,008.00</b>	<b>24,096.00</b>
<b>Net Pay</b>	<b>22,500.00</b>	<b>2,70,000.00</b>

With warm regards,

Yours truly,  
For CIEL HR Services Pvt Ltd.



**Aditya Narayan Mishra**  
CEO

I hereby accept the above-mentioned terms and conditions

**Signature:**

**Date:**



**May 16, 2023**

**Goutham Sakthivel**

9A Village Street,  
Sathumanagar, Tollgate,  
Chennai-600 019

Dear **Goutham Sakthivel**,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Coordinator 1, Advertising Sales Support** with Comcast India Engineering Center I LLP (**Comcast India**)

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence:

(a) **Position:**

Your position will be as **Coordinator 1, Advertising Sales Support** with Comcast India and you will be required to report to **Vinay UK**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications, and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary Performance Bonus shall be **INR 253,957** (Rupees Two Lakh, Fifty-Three Thousand, Nine Hundred And Fifty-Seven only).



Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of **5%** of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Work (Night Shift):**

Please be informed that the shift work hours for this position will be 8 hours per shift. The 8 hour shift work can be anytime between 05.00 PM till 06.00 AM Indian Standard Time (IST), seven days per week including weekends and or National Public Holidays / Comcast India holidays. The shift work program and specific time will be decided by your reporting manager based on business needs and priorities. You should be willing to work in any given shift time assigned by your reporting Manager.

(e) **Shift Allowance:**

Shift allowance (Night Shift) is INR 1000 per day and you will be eligible to receive the same in accordance with Comcast India Shift Work Policy.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **June 26, 2023** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You having validly terminated any pre-existing employment before the Start Date and having submitted appropriate release letters or such other documentation from the previous employers as may be requested by Comcast India



- (b) You having executed an employment agreement with Comcast India on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time;
- (c) You agreeing to and passing a background investigation conducted by Comcast India. By signing this letter you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by Comcast India. This includes undergoing drug and alcohol testing as per Comcast India's Drug and Alcohol Policy and Privacy Policy. By signing this letter you hereby authorize Comcast India to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state or local laws and, to receive and use the results of the test.

Please note that this position is time-sensitive. This offer is made to you on the additional condition that you will commence employment on the Start Date. If you fail to do so, Comcast India will have the right to unilaterally rescind this offer. You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with Comcast India by the Start Date.

- 3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Comcast India and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment agreement with Comcast India.
- 4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 2 days from the date of this letter.

We look forward to welcoming you to Comcast India and working with you.

Best Regards,

For and on behalf of Comcast India Engineering Center I LLP

**Kannan Subramaniam**  
**Senior Vice President & General Manager**  
**Acknowledgement**

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:

Name:

Date:



<b>COMCAST INDIA OFFER</b>		
<b>Name</b>	Goutham Sakhivel	
<b>Comcast Title</b>	Coordinator 1, Advertising Sales Support	
<b>Department</b>	Effectv	
<b>Hiring Manager</b>	Vinay UK	
	<b>Monthly</b>	<b>Annual</b>
<b>Components</b>		
Basic Pay (50% of Total Fixed pay)	10,582	126,979
<b>Basket of Allowances</b>		
House Rent Allowance (Capped at 50% of Basic)	5,291	63,490
Leave Travel Allowance *	882	10,582
Special Allowance	4,409	52,906
<b>Total Fixed Pay</b>	<b>21,163</b>	<b>253,957</b>
<b>Target CIP Bonus Variable Pay %</b>	-	<b>5 %</b>
<b>Target CIP Bonus Variable Pay</b>	-	12,698
<b>Total Cash</b>	<b>21,163</b>	<b>266,655</b>
<b>Provident Fund **</b>	1,270	15,237
<b>Telephone Reimbursement</b>	1,000	12,000
<b>Gratuity ***</b>	-	6,108
<b>Cost to Company</b>	<b>23,433</b>	<b>300,000</b>
<b>^^ Shift Allowance</b>	<b>22,000</b>	<b>264,000</b>

**Note:**

- \*Leave Travel Allowance is capped at 1 month of Basic
- \*\*PF is contributed at 12% of Basic Salary (Employer's Contribution).
- ^^ Candidate must be willing to work any of the shifts covering 5:00 PM to 6:00 AM IST ; workweek may include weekends and shift timings may vary based on business needs and priorities.
- \*\*\*Gratuity will be paid as per the Payment of Gratuity Act, 1972.
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card (*Optional Benefit*).





To,

Name : Gowtham Kumar

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Gowtham Kumar,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.



- After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment
- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - **System and Application Services Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,00,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 25,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 3,25,500**
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 5,000** /-  
Notional Insurance Premium paid by Company – **INR 11,300** /-
- **Annual Total earning potential + Additional Notional Benefits – INR 3,41,800/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

"This is an electronically generated document does not require signatures"





# THE CHILDS TRUST MEDICAL RESEARCH FOUNDATION (CTMRF)

12-A, Nageswara Road, Nungambakkam, Chennai - 600 034. Phone : 044 - 4200 1800 (Extn : 235)  
Email : researchdirector@ctmrf.org Website : www.ctmrf.org

KKCTH/CTMRF PROJECTS/HR/2023

01/06/2023

**Mr.M.GURUMOORTHY**  
S/o.Muruganandham  
F-A, Ayyan Residency  
Sastri Street  
Saligramam, CHENNAI – 600 093.

## Sub: "JUNIOR RESEARCH FELLOW" on contract

Dear Mr.Gurumoorthy,

The Management is pleased to engage you as "Junior Research Fellow" in the project "Identification of immunogenic peptide for diagnosis of Orthohantavirus infection".

The period of contract will be from 1<sup>st</sup> June 2023 to 31<sup>st</sup> May 2024.

You will be paid a consolidated amount of Rs.26,000/- per month during the duration of the above project. You will not be entitled to any other payment or benefits. The prevailing TDS rates on your earnings will be applicable.

Your regular work timings will be from 9:00 am to 5:00 pm (Monday to Saturday).

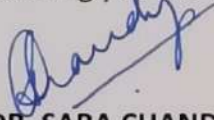
You will be extended leave facility as per the rules of the Hospital, prevailing to your cadre.

If your services are not required by the Hospital for any reason, you will be given one month's notice or one month's consolidated amount in lieu thereof, as though fit by the Management, for terminating your service. Similar notice or salary in lieu of the notice will have to be given by you for discontinuing the service on your own during the period of Contract.

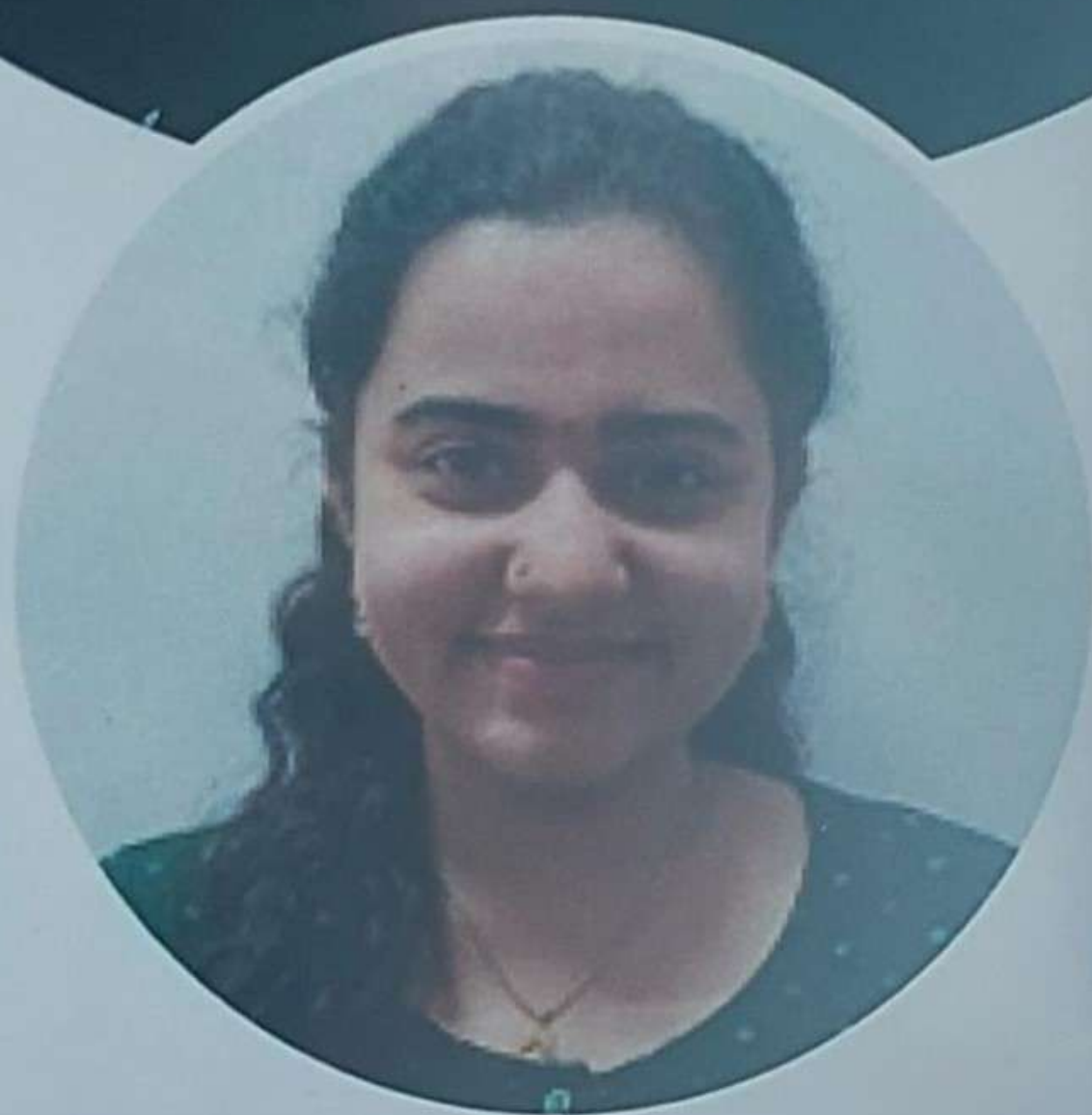
However, if the project is completed on or before 31<sup>st</sup> May 2024, then your engagement will also come to an end accordingly.

Please sign and return the copy of this letter as a token of your acceptance.

Wishing you the very best.

  
**DR. SARA CHANDY**  
Director Research

**TNOQ**  
TECHNOLOGIES



**HARINI A**



# HI-FOCUS ELECTRONICS INDIA PVT LTD

NO-3, Sunguvar Street, Chintadripet, Chennai - 600002, Tamilnadu, State Code - 33

Phone : 044-40019060/ E-mail : [accounts@hifocuscctv.com](mailto:accounts@hifocuscctv.com) <http://www.hifocuscctv.com>  
GSTIN - 33AADCH5807L1ZJ PAN - AADCH5807L CIN - U51909TN2015PTC099815

## Payslip for the Month of September/2023

EmployeeName : Harish Designation : Credit Controller CTC : 20475  
EmployeeID : HF/CHN/1411 Total No of Days : 30.0 Days Date of Joining: 05/07/2023  
PF No : 0 UAN No : 0 ESI No : 0  
PAN No : BJDPH0434C

Earnings	Gross Amount (INR)	Earned Amount (INR)	Deductions	Deductions Amount (INR)
BASIC	12950	12950	PF	1554
HRA	5550	5550	ESI	97
Conveyance Allowances	0	0	Professional Tax	208
Medical Allowances	0	0	TDS	0
Children Educational Allowances	0	0	Staff Advance	0
LTA	0	0		
Other Allowances	0	0		
<b>GROSS SALARY</b>	<b>18500</b>	<b>18500</b>	<b>Total Deductions</b>	<b>1859</b>
INR SIXTEEN THOUSAND SIX HUNDRED FORTY-ONE ONLY			<b>Nett Pay Rs. 16641</b>	
EMPLOYER CONTRIBUTION PF :	1554	Authorized Signatory		
EMPLOYER CONTRIBUTION ESI :	421			
<b>COST TO COMPANY</b>	<b>20475</b>			

(This is Computer Generated Payslip & Does not require Signature)

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date: 04/08/2023**

**Harishkumar Srinivasan**

**C11885833**

**No 5, 6th Street, K.M Garden, Perambur Barracks Road, Pattalam, Chennai- 60012**

**9790985095**

Dear **Harishkumar Srinivasan**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case may be") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

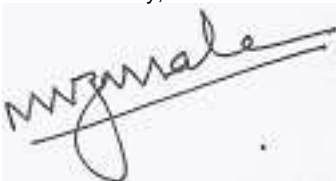
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

---

**Harishkumar Srinivasan**

## ANNEXURE I

### COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,00,000/-
<b>(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)</b>	25,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	3,25,500/-
<b>(C)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 14,200/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C)</b>	INR 344700/-

<b>(D)##Additional Discretionary Reimbursements</b>	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

<b>(E)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares <b>at 15% discount on the fair market value</b>	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

#### **(A) Annual Fixed Compensation**

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

#### **(B) Individual Performance Bonus (IPB)**

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB

programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

**In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:**

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to



review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

##(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

**GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## ANNEXURE II

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required

by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

**ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_ **Harishkumar Srinivasan**

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



## CONFIRMATION MAIL - S2M HEALTH (MEDICAL CODING) TRAINEE

4 messages

<divya.m@s2mhealth.com>

Sat 16 Sep, 2023 at 10:51 AM

To: harshabejoy03@gmail.com

Cc: hr@s2mhealth.com, Sophia@s2mhealth.com

**Dear Harsha Mundayat,**

**Greetings from S2M Health!!!**

On behalf of **S2M Health Pvt Ltd**, I am pleased to confirm you a position of **Medical Coder** on the following Terms & Conditions:

- 0 1. You will be entitled to a **CTC of Rs. 15000 PM (Rs.180000 PA) & Your Net pay would be Rs. 11400 PM (Rs 136000 PA)**
- 0 2. Your appointment will have a **180 days' introductory period**. The position will be confirmed, after the mentioned period, subject to your performance.
3. Your date of joining will be **25<sup>th</sup> Sep, 2023**.
- 0 4. This confirmation is subject to completing other joining formalities.
- 0 5. At the time of joining, you are requested to bring the following documents in original, along with one copy of each.
- 0 6. During the probation period, you may be terminated if the company is not satisfied with your performance or due to any other reasons without any notice. You may also be liable to compensate the company for all the trainings imparted to you during the probation period or thereafter as determined by the company.
- 1 7. To move to the production level and receive the stipend of **Rs 5000** you must successfully complete the training program of 1 month and pass the assessments. Failing to meet these requirements may result in termination of your employment with the company.
8. Service agreement for the employment is **18 months**.

S. No.	Documents Required
1	Copies & Originals of all educational certificate and Birth <b>Certificate</b> <b>(Hard copies and soft copies in mail)</b>
2	Six copies of recent passport size photographs.



**HAYAGRIVE SRIKANTH**

SPORTS ANALYST



**kadamba**





211309203711)

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20223027856/Chennai**  
**Date: 24/11/2022**

Mr. Hemanath H  
23/12 Gandhi Road,  
2nd Line,  
Tiruttani-631209,  
Tamil Nadu.  
Tel# -

Dear Hemanath H,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**  
**TCSL/DT20223027856**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





2113092037111

GROSS SALARY SHEET

Annexure 1

Name	Hemanath H
Designation	Assistant System Engineer-Trainee
Institute Name	Dg Vaishnav College

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	28,807	3,53,578
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
<b>GROSS BOUQUET OF BENEFITS</b>	8,785	1,05,420





**Workafella**  
Move in. Move up

Date: 5<sup>th</sup> July 2023

**JOB OFFER**

To,  
**Hemkumar K,**  
38 A, Balaji Nagar, Ponneri,  
Tiruvallur, Tamil Nadu 601204

Dear Hemkumar K,

With reference to your Interview, we are pleased to offer you for the post of Executive Trainee – IT.

**Remuneration**

Your CTC is INR 2,71,392 /- per annum (Rs. Two Lakhs Seventy One Thousand Three Hundred and Ninety Two) as per the remuneration policy of the company. Salary details is attached Annexure I. You will be based in Chennai.

**Duties and Responsibilities**

You must effectively perform to ensure results. You may be required to put in the necessary extra effort to meet business exigencies and client requirements, over and above the company's normal work hours. The company reserves the right to assign work to you, in line with its business needs. The company's decisions in this regard will be final and binding. Your duties may be changed according to the needs of the organization or you may be expected to take up additional responsibilities from time to time.

Detailed Job Description will be provided / your roles and responsibilities, reporting head, etc details will be shared on the day of joining.

**Probation Period**

You will be on probation for a period of Six months from the date of joining. The appointment letter with all the terms and conditions shall be handed over to you on the date of joining.

**Please bring the following on your date of joining: -**


1. 5 passport size photographs
2. All original Mark sheets and certificates and a copy of the same- originals will be handed over to you once verified
3. If experienced, last 3 months pay slips and bank statement.
4. Experience/Relieving/Service certificate- Original and 1 photocopy.
5. Aadhaar and PAN Card Color Copies
6. Resume
7. Copy of Offer Letter from us
8. Resignation Acceptance letter from your previous employer
9. Exit Clearance by your previous employer
10. PF/ESA/Gratuity (if covered).

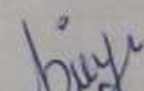
**Report Date and Time**

You are expected to join us on July 5<sup>th</sup> 2023 or earlier. Kindly sign this offer in token of your having accepted the same and share it to us.

Please accept this job offer and look forward to welcoming you aboard.

Yours Sincerely,  
For Workenstein Collaborative Spaces Private Limited

  
**Vinod Babu**  
Chief Executive Officer

  
**Mohana Priya S**  
General Manager – Human Resource



May 3, 2023

Mr. S Hithesh Kumar  
Chennai

### Sub: Appointment Letter

Further to our discussion, We are pleased to appoint you as **Customer Care Executive** at Allsec Technologies Limited **Chennai** on the following terms and conditions and you will report to duty on **May 3, 2023**.

1. You will report to **Team Leader - Ops Dom**

2. **Compensation:** You will be paid a CTC Rs. **157572/-** per annum. Salary is computed on a cost to company basis and the same is outlined in the attached Annexure. However, please be advised that Income Tax provisions, Profession Tax and its applicability on remuneration would be borne by you. The Company shall however be responsible for withholding taxes on your behalf as per the prevailing provisions.

3. You shall perform such duties and observe and conform to such directions as may be assigned or communicated to you by the Management or such officers who are placed in authority over you. You will also be responsible for control and supervision of the employees working under you if any. The Management will be within its rights to allot you additional jobs within your department or any other department to which you cannot raise any objection.

4. You will keep the Management informed of any change in your residential address. In case of your inability to do so, any communication sent at the address available with the Management will be deemed to have been served on you.

5. You will be eligible for the benefits of Leave, Provident Fund and Gratuity when applicable and as per the rules of the company in force from time to time.

6. You have been appointed as "**Customer Care Executive**" and are liable to be transferred at any time on a temporary or permanent basis from one job to another, from one department to another or from one location to another either in India or abroad or from one company to another wherever our Company Director's have interest. These transfers will not be deemed to constitute a change in your conditions of service.

7. You will be on probation for a minimum period of Six (6) months. Your probation date may be reduced or extended on the basis of your performance. Your employment will be deemed confirmed automatically on completion of this probation period unless otherwise informed by the HR department in writing within 15 days of completion of probation period. During the probationary period and any extension thereof, your services may be terminated on either side by giving 15 days' notice or basic salary in lieu thereof. However, on confirmation, the services can be terminated from either side by giving one month's (30 days) notice or basic salary in lieu thereof. You will be governed by all terms and conditions of service applicable to employees of the Company that are currently operational. The Company reserves the right to modify the terms and conditions of employment as and when required and you shall be deemed to have accepted such terms and conditions if you continue your employment with the Company. You are advised to regularly check the Company's Intranet/Employee Portal (HRMS) for any amendments to it

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## **ALLSEC TECHNOLOGIES LTD.**

**Regd. Office :** 46-C, Velachery Main Road, Velachery, Chennai - 600 042

Tel : +91.44.4299 7070 web : [www.allsectech.com](http://www.allsectech.com)

Corporate Identity Number : L72300TN1998PLC041033, Email : [contactus@allsectech.com](mailto:contactus@allsectech.com)



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## THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

**Headquarters:** CMA Bhawan, 12 Sudder Street, Kolkata – 700016

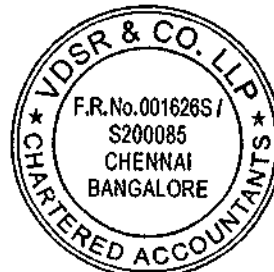
Ph: 091-33-2252 1031/34/35/1602/1492

Web site: [www.icmai.in](http://www.icmai.in), E-Mail - [training@icmai.in](mailto:training@icmai.in)

FORM T-4

### INTIMATION FOR ENGAGEMENT OF CMA STUDENTS AS TRAINEES

1.	Name of the Company/Organization with address	VDSR & CO., LLP CHARTERED ACCOUNTANTS AMBEREEST APARTMENT, NO : 37 PANTHEON ROAD, EGMORE, CHENNAI - 600008	
	Contact Person with Designation and Email Id:	N. VIJAYA KUMAR, B.COM, MBA,	
	Telephone No. (with STD code)	Mobile No: 9840412632	Email Id: VIJAY@VDSR.CO.IN
2.	Date of Registration/Incorporation of the organization	21/04/1968	
3.	Nature of Business and Status of Organization like proprietorship, Partnership Firm, Pvt./Public Ltd, etc	CHARTERED ACCOUNTANTS / LLP	
4.	Turnover in the previous Year (Rs. in Crore)	MORE THAN 50 LAKHS	
5.	Particulars of Student registered as Trainee:		
	Name in full (in Capital Letters):	JANANI . D	
	Fathers Name (in Capital Letters):	DAMODARAN . P	
	Student's Registration No.	02212119879	
	Residential Address	B48, VALLALAR STREET, MMDA COLONY, ARUMBAKKAM, CHENNAI - 600106	
	Telephone No.	Mobile No: 9499901195	Email Id: jananidamodaran 2002@gmail.com
	The period for which the Cost of Management Trainee has been engaged.	From: <u>7-08-2023</u> (date)	
6.	Areas in which Trainee is being engaged	ACCOUNTS, TAXATION, AUDIT	
7.	Amount of Stipend fixed for the Trainee	8000/- [EIGHT THOUSAND ONLY]	



**NOTE: The following disclaimer is applicable in case of Practical Training in Chartered Accountants/Company Secretaries firm:**

- 1) CA/CS articleship will not be set off for CMA practical training. Hence, this holds good for the said student.
- 2) The firm has separate Management Consultancy Division and the student is working exclusively in that division.

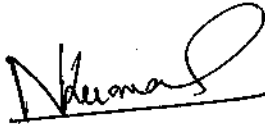
OR

The student is working as an employee (contractual/permanent) of the firm.

- 3) For students under the **Old Practical Training Scheme**, the turnover in case of CA/CS Firms should be more than 50 lakhs and above

OR

For students under the **New Practical Training Scheme**, the turnover in case of CA/CS Firms should be more than 25 lakhs and above.



Authorized Signatory with name  
Designation and Seal *Manager*  
Date: *06/09/2023*



Signature of the Student  
Registration. No.: *02212119879*

Note: Upload the signed copy of this completely filled form online at:  
<https://eicmai.in/Training-forms-new/login.aspx>



## Human Resources

Block 12  
DLF Info City Chennai Ltd – SEZ  
1/124, Shivaji Gardens, Manapakkam,  
Mount Poonamallee Road,  
Ramapuram,  
Chennai – 600 089

## Registered Office:

B6, 7th Floor of Nirlon Knowledge Park,  
Goregaon (East), Mumbai – 400 063  
CIN No:U72900MH2009FTC192938  
T +91 22 2653 2160  
F +91 22 2653 2215



## Citicorp Services India Private Limited

11/09/2023

Jayaasree K R

Nithish garden Plot no B3, srinivasa Nagar service road extension, Kadhivedu, Chennai -99, Nithish garden  
Chennai, Tamil Nadu 600084

Dear Jayaasree,

We would like to thank you for giving us the opportunity to meet with you, and discuss a possible employment opportunity with Citicorp Services India Private Limited (hereinafter referred to as 'Citi').

We are pleased to make an 'Offer' to you on the following terms and conditions, which will govern your employment with Citi and will be effective from your date of joining Citi:

- Career Level: C04
- Location: CHENNAI
- Entity/Group: Citicorp Services India Private Limited
- CTC (INR)\*: 405,270

\* For the details of your compensation i.e. CTC please refer Annexure.

Upon your acceptance of this Offer, and subject to successful completion of all pre-requisites to the satisfaction of Citi, your initial appointment will be at Special Economic Zone Unit of the Company at Block 12, DLF Cybercity, Chennai – SEZ 1/124, Mount Poonamallee Road, Manapakkam, Chennai 600089. The effective date of your joining will be as mutually agreed upon.

You shall comply with and abide by:

- a. all policies of Citi (and changes/revisions thereto effected from time to time),
- b. the Code of Conduct for employees and changes/revisions thereto effected from time to time, as applicable to your grade, during the course of your employment with Citi.

During the course of your employment with Citi, you will work exclusively for, and in the interest of, Citi and maintain confidentiality as to the business of Citi and its customers, as required by Citi. You will not associate yourself in any activities which in the opinion of Citi are harmful or detrimental to the interests of Citi.

You are not entitled to be employed with another employer or be interested directly or indirectly in any other business or vocation.

K.R. Jayaasree

14.09.2023

## Human Resources

Block 12  
DLF Info City Chennai Ltd – SEZ  
1/124, Shivaji Gardens, Manapakkam,  
Mount Poonamallee Road,  
Ramapuram,  
Chennai – 600 089

## Registered Office:

B6, 7th Floor of Nirlon Knowledge Park,  
Goregaon (East), Mumbai – 400 063  
CIN No:U72900MH2009FTC192938  
T +91 22 2653 2160  
F +91 22 2653 2215



## Citicorp Services India Private Limited

Citi shall have the right, but not the obligation to transfer/second you, as the case may be, to any function, business group, any other location within India, or to its affiliate and subsidiary organizations, at any time in the future.

As a prerequisite for joining the employment, Citi will make confidential reference checks and background verification, including your stated academic credentials and professional career and achievements. Hence, your date of joining Citi is contingent upon entering the requisite data on First Advantage website and/or any third party authorized by Citi for this purpose ("Service Provider") for initiation of the above reference checks and background verification\*\*. This offer would stand revoked if the requirement is not fulfilled within (5 days) from the time of receipt of email intimation.

\*\*not applicable for Citi inter-entity transfers

You hereby authorize Citi and/or the Service Provider, at any time, to verify any of your information and to conduct reference checks and other enquiries regarding your background, character and personal reputation. In this regard, you further authorize the disclosure of your personal information from Citi to the Service Provider, as may be required and agree to release Citi and its employees from liability on account of such disclosure.

Upon joining, you shall provide Citi with the documents as mentioned in the checklist shared with you over e-mail. You will also be required to declare any indebtedness, personal investments, and your involvement in any litigation and make such other declarations and undertakings that are required as per Citi's policies on joining, and during the course of your employment with Citi.

All intellectual property rights and goodwill generated, as a result of your employment with Citi, shall be for the benefit of and belong to Citi. You hereby unconditionally agree to assign all intellectual property rights of whatever nature that may arise under or in connection with the services you provide whilst in employment with Citi.

You will be eligible for other perquisites and benefits as applicable and available to employees in your grade from time to time, some of which are mentioned below:

- **Group Medclaim Policy:** Citi has a medical insurance policy for officers of your grade. To become eligible to participate in Citi's medical insurance policy you need to enroll yourself and your family (spouse/ domestic partner and 2 children up-to the age of 25) in the insurance policy. You also have the option of including your parents and parents-in-law subject to certain conditions. Further details about the policy will be available to you upon joining.
- **Group Term Life Insurance Policy:** All employees of Citi are beneficiaries of a Group Term Life Insurance Policy with death coverage benefit, as per its terms, in the event of the employee's death. The premium attributable to you will be entirely borne by Citi. Further details about the Policy will be available to you upon joining.
- **Group Personal Accident Insurance Policy:** All employees of Citi are beneficiaries of a Group Personal Accident Insurance Policy that provides benefit with claims arising out of any accident and/or upon permanent/partial/temporary disability, Loss of Job and many additional covers as per conditions which is defined by the scheme. Further details about the policy will be available to you upon joining.

Your compensation and terms of employment shall be subject to review in accordance with Citi's policies from time to time, at the sole discretion of Citi. Your monthly payments and your benefits shall be subject to deduction of income tax as per prevailing income tax rates and other statutory deductions as may be required, in accordance with applicable legislation in force from time to time.

K.R. Jayasree

14.09.2023



## Human Resources

Block 12  
DLF Info City Chennai Ltd – SEZ  
1/124, Shivaji Gardens, Manapakkam,  
Mount Poonamallee Road,  
Ramapuram,  
Chennai – 600 089

## Registered Office:

B6, 7th Floor of Nirlon Knowledge Park,  
Goregaon (East), Mumbai – 400 063  
CIN No:U72900MH2009FTC192938  
T +91 22 2653 2160  
F +91 22 2653 2215



## Citicorp Services India Private Limited

### Termination

- Citi reserves the right to terminate your employment immediately, at any time, in case you are unable to provide all suitable documentation required as a part of the joining process on the date of your joining the services of Citi.
- It is understood that this employment is being offered to you on the basis of the particulars submitted by you to Citi. However, if at any time, it should emerge that the particulars provided by you are false/incorrect or if any material or relevant information has been suppressed or concealed, this Offer will be considered ineffective and would be liable to be terminated by Citi.
- Your employment may be terminated by either you, or by Citi. To so terminate, either party shall be required to give the other, **ninety (90) calendar days** written notice in advance of termination, or pay to the other the Monthly or prorated Payments in lieu of such notice period, though upon a termination of employment by you, you accept that Citi at its discretion, can require you to continue in service during the period of notice and need not necessarily accept Monthly Payments in lieu of notice from you. It is clarified that upon a termination of employment by you, and you are not required by Citi to continue in service, Citi is not obliged to make any Monthly Payments to you in lieu.
- Citi reserves the right to terminate your employment immediately, at any time, without making any Payments to you in lieu of notice, in case:
  - You are guilty of dishonesty, or serious or persistent misconduct, temporary/long absence from work without previous approval, absence from work citing wrong/false reasons or, you neglect or refuse to attend to your duties or fail to perform any of your obligations, or fail to observe Citi's business, disciplinary and ethical code, guidelines and policies.
  - You absent yourself from the services of Citi without prior approval, or overstay sanctioned leave by fifteen consecutive days without prior intimation and approval, as you will be deemed to have abandoned service voluntarily.
  - If the outcome of background verification\*\* is found unsatisfactory.

\*\*not applicable for Citi inter-entity transfers

- Upon termination of this employment, you shall immediately return all Citi property in your possession to Citi. You will be relieved from services only after satisfactory hand-over of responsibilities, settlement of outstanding dues and service of notice period, and subject to any specific conditions mandated by relevant circumstances at the time.

### Retirement

You shall retire from the services of Citi upon completion of 60 years of age.

### Consent for Purpose of Collection

Without prejudice to the foregoing, you agree that any personal data provided by you or on your behalf to Citi from time to time prior to or in course of your employment with any Citi entity (if employment is subsequently offered to you) as well as all other personal data related to you will be used/ disclosed by Citi for legitimate purposes.

K.R. Jayasree

14.09.2023



**Human Resources**

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**Citicorp Services India Private Limited**

- To comply with any obligation imposed under any contract, law and/or regulation.
- Monitoring your financial transactions in all or any accounts held with Citi.
- Retention / preservation of your employment records with Citi for an indefinite period.
- Sharing of all or any of your details with any person, if any event or situation warrants such disclosure

**Governing Law**

Your employment (including these terms) shall be governed by and construed in accordance with the laws of India.

**Statutory Benefits**

The statutory benefits available to eligible employees in accordance with the provisions laid down under the Employee's Compensation Act, the Maternity Benefits Act, Employees' State Insurance Act and/or any statutory modification or re-enactment thereof for the time being in force would be applicable basis the specific criteria laid down under the respective Acts from time to time.

These terms, and your employment with Citi, is contingent upon your confirming written acceptance of the above terms and conditions of Citi within ten days of receipt of this letter by you on the duplicate copy of this letter and your joining us on or before a mutually agreed date.

This offer letter shall stand revoked in case you (the candidate) fail to join within a week (7 calendar days) of the agreed date, as agreed with your HRG in writing. Also in such an event your candidature shall be barred from being considered for any future openings in Citi.

We wish you an enjoyable and rewarding association with us.

Sincerely,

Subasri Vasudevan  
Vice President  
Human Resources  
On Behalf of: Citicorp Services India Private Limited

I hereby accept the offer of employment on the terms set out above.

Jayaasree K R  
{Candidate Signature Date}  
signHere1

*K. R. Jayasree*

14.09.2023

Human Resources  
Block 12  
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Citicorp Services India Private Limited

Annexure

Compensation (INR)	
Grade/ C Level	C04
Basic Salary	180,063
Special Allowance	53,900
Meal Allowance	36,000
**Car Allowance	0
HRA	90,032
LTA	15,005
TC less LPA (a)	375,000
*LPA Amount (b)	0
Other Cash Components (c)	0
Total Cash (a+b+c)	375,000
***Provident Fund – 12%	21,608
****Gratuity – 4.81%	8,662
*****Superannuation – 13%	0
Retirals: Overall (d)	30,270
CTC (a+b+c+d)	405,270
Sign-On Bonus	0
Notice Period Buy Out	0

K.R. Jalpaasree

14.09.2023

Human Resources  
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## Citicorp Services India Private Limited

### Discretionary Incentive Award

In addition to your base salary, you may be eligible to be considered for a discretionary incentive award as applicable to your position. Discretionary incentive award will be made at the discretion of management based on a variety of factors, including, without limitation, the global and local performance of the Company, your business unit, and your individual contribution. In order to be eligible to receive any incentive compensation, you must not have tendered your resignation or been given notice of termination of your employment on or before the payment of any incentive.

Citi reserves the right to make any amendments to the relevant incentive award (including, without limitation, increasing or decreasing the amount of any incentive or changing the frequency of payment or revising the factors to be taken into account to determine the payment) from time to time at Citi's sole discretion.

\*LPA Location Premium Allowance is a function of your grade level and is linked to your work location. LPA is variable and the value of LPA can either decrease or increase upon your transfer from one location to another.

\*\*Car Allowance: You will be eligible for a company lease car as applicable at your grade level (applicable for C12 and above). The annual budget available to spend on the car including the purchase price of the new car will be capped at 20% of your Total Cash less LPA. The annual budget will be utilized for the payment of the annual cost of Lease charges to the leasing company, annual amortized cost of one-time levies like Road tax, Registration, Octroi as applicable, the cost of annual premium for a comprehensive insurance for the vehicle, cost of fuel and regular maintenance and other taxes. Any unutilized car allowance will be paid out and will be full taxable. The car entitlements are subject to Income Tax requisite valuation rules as applicable from time to time. Please do contact your HR Generalist for details of the car policy.

\*\*\*Provident Fund: Under this scheme you will be required to contribute 12% of your eligible base pay components per month, which will be deducted through payroll. A matching contribution will be made by Citi towards the same. Eligible base pay components for contribution purposes will be determined as per applicable laws, rules, regulations, notifications, ordinances and policies notified or promulgated and modifications thereof from time to time and in accordance with Citi policies.

\*\*\*\*Gratuity: You will be eligible for gratuity at the time of leaving the services, as per the policies of Citi. Gratuity is paid in case an employee completes 4 years and 240 days of continuous service and it is calculated on the basis of the statutory provisions and company policy.

\*\*\*\*\*Superannuation Fund: You have the choice to participate or decline to participate in the Superannuation scheme of Citi, immediately upon joining. You are required to choose an option as per the Mandate Form available in the joining kit. After choosing an option, you may not, thereafter, change the same. Further details about the Scheme will be available to you upon joining.

### Relocation clause:

For employees who are relocating to Citi work location and are eligible for relocation benefits as per Citi Relocation Policy, you understand and voluntarily agree that in the event you voluntarily leave the organization for any reason within 12 months from your transfer date, which is the date of employment in your new work location, you agree to repay the gross amount of all the relocation expenses paid or reimbursed by Citi to you. You also voluntarily agree that for any relocation expenses that you owe, Citi India may deduct any amounts or wages owed to you by Citi India upon the termination of your employment, to the extent permitted by applicable law. If these deductions are insufficient to reimburse Citi India fully, you will remain liable for the balance of such relocation expenses and agree to pay Citi India that balance within 3 months of your last date of employment with Citi.

K.R. Jayasree

14.09.2023



## Human Resources

Block 12

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## Citicorp Services India Private Limited

### Employee Conduct

Citi takes workplace conduct and behavior very seriously, which is fully articulated within Citi's Code of Conduct. Specifically, Citi strives to be the best for our customers and clients, while also facilitating a strong culture of compliance, governance, and ethical conduct.

Citi and our regulators around the world expect our employees to conduct themselves in a manner that supports this objective and also builds and supports their own personal reputation and integrity. Citi also expects all of its workplaces to be inclusive environments where employees treat each other with mutual respect, and always operate in the best interests of our clients and shareholders. Citi promotes various channels through which concerns can be escalated, including confidentially, and fully expects employees to utilize these escalation channels in a timely manner without fear of retaliation.

As a Citi employee, you are expected to align your personal conduct to these objectives and comply with all Citi's policies and standards, including the Code of Conduct. You acknowledge that if you breach or fail to comply with any Citi policy or standard, there may be serious consequences including being subject to disciplinary action, up to and including termination of employment.

Sincerely,

Subasri Vasudevan  
Vice President  
Human Resources  
On Behalf of: Citicorp Services India Private Limited

I hereby accept the offer of employment on the terms set out above.

Jayaasree K R  
{Candidate Signature Date}  
signHere1

K. R. Jayaasree

14.09.2023

**Hey, Jothika Y** CAN\_1545

Process Trainee - Non Voice (Night) - Focused Solutions |  
Focused Solutions

Welcome to Prochant, we would love to have you onboard !

- Offer Accepted on 27/09/2023
- Onboarding Initiated on 27/09/2023
- Onboarding Completed on 27/09/2023
- First Day on 27/09/2023

Your Joining Date

**27 Sep 2023**

### Office Location

GKS Technology Park pvt ltd, Block -6 1/124, DLF Info City SEZ  
campus mount ponnammalle road, Shivaji Garden, Manapakkam,  
Chennai 600089

Hi Jyotsna,

Your offer letter will be given to you in hard copy and it will be handed over to you post joining with us.

You may join us on 10<sup>th</sup> July 2023. Please be available in the office at 9:30 am.

Regards,

Farheen Nawaz M

Human Resource

**M: 8925062723**





**BONBLOC Technologies Private Limited**

Regd. Office address: Plot No. 19, Door no. 109/1, CTH Road, RCC Post, Thirumullaivayil, Chennai - 600109

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**October 17, 2023**

**Mr. Karan Kannappan  
No:81, Kathiravan Colony,  
Shenoy Nagar, Chennai  
Tamil Nadu - 600030**

Dear Karan,

Congratulations! We are pleased to offer you a position of **Graduate Intern (“Software Development Trainee”)** at BONbLOC Technologies Private Limited (“Company”, “BB”). Compensation and training details are explained in the Appendix A.

This offer of employment is contingent upon satisfactory completion of all required pre-employment verification by BB, and satisfactory verification of the following joining day documents:

- Digital copy of passport size photograph
- Proof of graduation: Photocopy of your highest education degree certificate/provisional certificate and the photocopy of the mark sheets for each academic year for the highest degree attained. Photocopies should include both front and back sides of the certificate. Digital copies are acceptable.
- Proof of identity and address: Photocopy of your Aadhaar card and PAN Card. Digital copies are acceptable.

The terms of this offer are final and all prior communications of any form regarding offer terms you may have received from BB or its agents are voided. You agree that your electronic signature is the legal equivalent of your manual signature on this offer letter and the enclosed terms of employment, and consent to be legally bound.

This document package consists of your offer letter and terms and conditions of employment. Please send us your acceptance of this offer and enclosed terms of employment by electronically signing & returning this document package **no later than 19-Oct-23**. If we do not receive your signed acceptance of this document package by date **19-Oct -23**, this offer will automatically stand withdrawn.

Your assigned office location: Chennai  
Agreed start date: 19-Oct-2023

Please contact for any clarifications and assistance:  
Ms. Jamunadevi Dhayanidhi  
Email: [jamunadevi.dhayanidhi@bonbloc.com](mailto:jamunadevi.dhayanidhi@bonbloc.com), Phone: +91 98842 37599

We look forward to working with you.

Yours sincerely,  
For **BONbLOC Technologies Private Limited**  
Name of the authorized signatory

*Jamunadevi Dhayanidhi*

**Jamunadevi Dhayanidhi**

**ACCEPTANCE**

I agree to the terms and conditions of employment mentioned in the above.

Name: Karan Kannappan

Signature: *K. Karan*

Date:

10 / 18 / 2023

**APPENDIX – A: Software Development Trainee Program (“SDT”)**

1. The SDT program is aimed at preparing the trainees for an intensive and rewarding software development career at BONbLOC.
2. Trainees are expected to complete the SDT program in 6 months with extensions up to 30 days provided at the discretion of the Company
3. The program will have 3 phases namely, BASIC, INTERMEDIATE and ADVANCED. Each phase will have exit valuations based on which the trainee will move to the next phase of the training or full-time employment.
4. The trainees who are unable to clear the exit evaluation of a phase will likely be counselled out. This is required for the training to be competitive and equitably demanding.
5. The typical SDT program structure and the compensation during the program will be as follows: -

PHASE	DURATION	COMPENSATION
<b>BASIC</b>	2 MONTH	INR 6500 per month
<b>INTERMEDIATE</b>	2 MONTHS	INR 12000 per month
<b>ADVANCED</b>	2 MONTHS	INR 16500 per month

6. The compensation mentioned above will be paid after any deductions applicable in terms of Provident fund and other employee benefits as mentioned below: -

Particulars		BASIC	INTERMEDIATE	ADVANCED
<b>A</b>	Basic pay	3250	6000	8250
<b>B</b>	House rent Allowance	1625	3000	4125
<b>C</b>	Special Allowance	1625	1920	2640
<b>D</b>	<b>Sub Total</b>	<b>6500</b>	<b>10920</b>	<b>15015</b>
<b>E</b>	Less: Employee Contribution to Provident Fund	585	1080	1485
<b>F</b>	<b>Take home Salary before tax</b>	<b>5330</b>	<b>9840</b>	<b>13530</b>
<b>G</b>	Employer contribution to PF	585	1080	1485
<b>H</b>	<b>Total CTC</b>	<b>7085</b>	<b>12000</b>	<b>16500</b>

**\*All amounts in INR and per month**

7. Upon successful completion of the SDT program, the trainees will be offered full-time employment with BONbLOC as “Associate Software Engineers” with a compensation of Rs. 3,00,000 per annum
8. The trainees will sign a 24-month minimum service period clause when they successfully graduate from the SDT program and are offered a full-time employment with BONbLOC.
9. Trainees who do not complete the training and those who complete the training but decide to not take up the full-time employment will be required to pay the cost of training incurred on them till the date of exit.
10. Trainees who successfully graduate and join BONbLOC as full-time employees, will be required to pay Rs. 2,00,000 if they terminate the employment before the end of the 24-month period mentioned in clause 8 above.
11. All the terms and conditions of the employment given in Appendix – B will be applicable to the trainee during the training program except for the following clauses
  1. Probation – Clause 1a
  2. Employee Medical Insurance Scheme – Clause 4c
  3. Additional Benefits – Clause 5

**For BONbLOC Technologies Private Limited**



**Aravindaksha Raman**





## BONBLOC Technologies Private Limited

Regd. Office address: Plot No. 19, Door no. 109/1, CTH Road, RCC Post, Thirumullaivayil, Chennai - 600109

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### APPENDIX – B: Terms and Conditions of Employment

#### DEFINITIONS, TERMS & CONDITIONS OF EMPLOYMENT OFFER by BONbLOC Technologies Private Limited (“Company”, “BB”).

##### 1. APPOINTMENT

- a. Probation: You will be on probation for a period of 45 days from your date of joining. Your continued employment with BB may be subject to completion of probation period successfully, as defined in your probation period objectives, which will be shared with you on your date of joining. Please consult your HR partner for benefits eligibility during probation period.
- b. Work hours: BB work week generally will be Monday through Friday from 9 am to 6 pm, except for declared or observed holidays, with allowances for work breaks amounting to a total of 60 minutes during a workday. BB may request you to contribute additional and/or different work hours to meet specific deadlines or to be on call as needed.
- c. Training & Certification: BB may invest in specific work-related training and/or certification for you at any time during your employment with BB. You may decline to take the training or certification. If you accept the training or certification, you agree to repay all or a portion of such investment costs if you leave the services of the company within 12 months of such training or certification.
- d. Transferability: You may be assigned upon reasonable notice to any location in India or abroad where the Company requires you to work from. While working as a transferee, you will be governed by the rules, regulations, and conditions of service of that location.
- e. Retirement: You will automatically retire from the Company at the end of your birth month upon attaining the age of 63 years. For example, if you were born in January 1960, you would automatically retire from the company on January 31<sup>st</sup>, 2023. Standard exit process applies.

##### 2. TERMINATION, NOTICE PERIOD & FINAL SETTLEMENT

###### a. Termination without cause:

1. During your probation period either party, BB or you, can terminate the employment without advance notice. You may be relieved immediately under such conditions, and you may be eligible for final settlement (explained later in this section).
2. After completing probation period or upon earlier confirmation, you will be required to give advance notice **of 3 months** if you choose to terminate your employment with BB or pay a sum equivalent to the CTC salary for the number of days unserved, which will be calculated from the date of your written resignation to the end date of the notice period or relieving date as agreed.
3. Company may choose to terminate your employment without cause any time during or after the probation period as warranted (for example: adverse business conditions resulting from any cause) and in such cases, the company may give you written notice of termination. You may be relieved immediately or after an agreed service period, and you may be eligible for final settlement (explained later in this section).

###### b. Termination with cause:

1. You may be terminated without notice and may be relieved immediately without compensation or final settlement of any kind, in the event of “termination with cause” such as:
  - i. unsatisfactory performance as determined by your managers or customers
  - ii. unacceptable behavior such as workplace or public misconduct, workplace harassment, misappropriation or misuse of company property, violation of code of conduct, unethical behavior or any behavior considered to be detrimental to the best interest of the company, its employees, its customers or business partners
  - iii. any other situation where you failed to demonstrate acceptable code of conduct
- c. Final Settlement refers to any money owed by the company to you or by you to the company, after accounting for all adjustments such as deductions, penalties, recovery for loss of company property not limited to laptops, training and certification, access cards, identification cards, customer or company physical or intellectual property handled by you, or any other physical assets of the company handled by you.



## BONBLOC Technologies Private Limited

Regd. Office address: Plot No. 19, Door no. 109/1, CTH Road, RCC Post, Thirumullaivayil, Chennai - 600109

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- d. A relieving notification shall be issued only after a final settlement has been agreed and processed. Termination would be in effect regardless of final settlement status
- e. Email is an acceptable form for all written notification and communication purposes.

### 3. LOCATION

Your work location will be your assigned office location stated on the offer, or as deployed by BB. You hereby agree to BB's decisions on relocation and deployment by signing this document.

### 4. COMPENSATION:

In addition to your CTC, you will be eligible for additional cash and non-cash compensation from time to time as explained in the additional benefits section. As such, you may consider your total compensation to include the additional benefits.

### 5. STANDARD BENEFITS

You would be eligible for the following standard benefits, governed by applicable local regulations and policies, starting from your joining date:

- Paid Time Off (PTO): You will be eligible for paid sick and causal absences, as explained in our company paid time off policy.
- Paid holidays: You will be eligible to avail paid holidays for the year as declared by the Company
- Vacation: You will be eligible for paid vacation days based on the duration of your service with the company, as explained in our company paid time off policy.
- Health Insurance: Company offers group medical insurance policy which includes the employee, their spouse and their children for a sum assured of Rs. 2,00,000 per policy, the premium for which will be borne by the company
- Participation in provident fund plan: You are eligible and required to participate and contribute per month, a sum equal to Rs. 1800 or 12% of your salary less HRA, whichever is lower. The company will match your contribution up to Rs. 1800 or 12% of your salary less HRA, per month, whichever is lower. You can voluntarily increase the contribution without any commensurate match from the company. Please let your HRBP know if you want to voluntarily increase your contribution.
- Gratuity plan: All employees who complete 5 years of continuous employment with the company are eligible to receive gratuity at the rates applicable at the time of their exit from the company.
- Other: Any other standard benefit announced at any time by BB

### 6. ADDITIONAL BENEFITS

You would be eligible for the following additional benefits, paid at the discretion of BB:

- Joining Bonus: Any joining bonus paid to you may be recovered from your final settlement if you leave your employment with BB within 1 year from joining date
- Work Anniversary Bonus: Cash bonus paid during the month following your work anniversary
- Recognition Incentives: Cash or non-cash incentives paid recognizing your accomplishments
- Other Bonus: Cash bonus paid at any time during the year.
- Other discretionary cash and non-cash benefits announced from time to time.

### 7. EXPENSES CLAIM & REIMBURSEMENT

You agree to follow company policy for incurring and claiming any expenses, including travel and entertainment, necessary to complete your assigned duties at BB. Company shall reimburse approved expenses incurred and claimed according to company policy. Expenses must be pre-approved whenever possible. For more details, please refer to expense claim and reimbursement policy in the employee handbook.

### 8. NON-COMPETE & NON-SOLICITATION AGREEMENT

During the term of your employment AND for a period of 3 years after the termination of your employment with or without cause, you agree not to:

- solicit or accept employment with any of the Company's Affiliates or Customers.
- employ, solicit the employment of, or encourage or aid any other party to employ or solicit the employment of any Company employee



## BONBLOC Technologies Private Limited

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- engage in any business directly or indirectly competing with the Company

### 9. DEFINITIONS, RESTRICTIVE COVENANTS & OTHER TERMS OF EMPLOYMENT

You acknowledge that you have read and understood and agree to abide by ALL the terms of this offer package.

Employment with BB is "at will" subject to the invocation of termination rights, with or without cause, at any time, at the option of either the Company or the employee in accordance with the terms of employment.

As used in this Employment Agreement the following terms have the following meanings:

- a. "Affiliate" means any person or entity which controls, is controlled by or is under common control with the Company, and "control" means, with respect to any entity, the possession, direct or indirect, of the power to direct or cause the direction of the management and policies of such entity, whether through ownership of voting securities, by employment or otherwise.
- b. "Company Product" means (i) any product or service which the Company or any of its Affiliates is marketing, selling or developing, and (ii) any other product or service which the Company or any of its Affiliates has marketed, sold or developed at any time during a period of 10 years, immediately prior to the date of termination of employment.
- c. "Confidential Information" means all information concerning or related to the business, operations, financial condition, or prospects of the Company or any of its Affiliates, regardless of the form in which such information appears and whether or not such information has been reduced to a tangible form, and specifically includes
  1. all information regarding the officers, directors, employees, equity holders, customers, suppliers, distributors, sales representatives and licensees of the Company and its Affiliates, in each case whether past, present, or prospective, including sales and pricing information and procedures, customer lists, and business and marketing plans
  2. all inventions, discoveries, trade secrets, processes, techniques, methods, formulae, ideas, system designs, program materials (including source and object code and system and user documentation), operating processes, equipment design, product specifications, and know-how of the Company, its Affiliates, AND its customers
  3. financial statements, audit reports, budgets and business plans or forecasts of the Company and its Affiliates "Employee Work" means all written and graphic materials, computer software, inventions, discoveries, and improvements authored, prepared, conceived, or made by you during the term of your employment with the Company and which are related to the business of the Company.
- d. "Territory" at any time means any location in any country, in which the Company or any of its Affiliates has marketed or sold any Company Products at any time during a period of 10 years immediately prior to the date of your employment termination.
- e. "Customer" or "Client" means any organization or person to which BB has provided services and with whom you have had direct or indirect contact during your employment with BB
- f. "Prospective Customer" or "Prospective Client" means a person, or another organization or person to which BB has, within the twelve months period preceding termination or exit of your employment, has/had submitted a proposal to provide services, the preparation of which included your direct involvement
- g. Covenant against Disclosure: During and after your employment/engagement with BB, you agree not to disclose or use any knowledge or information of an unpublished, confidential, proprietary, or trade secret nature generated or otherwise acquired by you from BB or its customers.
- h. You understand that BB employees or any of its suppliers, licensors, or customers may disclose to you, information relating to the technology, systems methods of operations, products, and business data of BB or its suppliers, licensors, or customers and, you therefore agree to the following:
  - i. to accept and retain such data and information in complete confidence and, always



## BONBLOC Technologies Private Limited

Regd. Office address: Plot No. 19, Door no. 109/1, CTH Road, RCC Post, Thirumullaivayil, Chennai - 600109

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during or after the termination of your employment, not to disclose or reveal such data or information to others and refrain from using such data for purposes other than those purposes authorized in writing by BB.

- ii. not to directly or indirectly publish, communicate, divulge, or describe to any unauthorized person nor use, claim, patent, or copyright any such data or information during the term of your employment or at any subsequent time without prior written consent of BB.
  - iii. to keep the details of business relationships of BB with its BB suppliers, licensors, or customers confidential.
- i. By signing and accepting this package, you acknowledge that you may have the opportunity to access trade secrets and other confidential business information belonging to the Company during the employment period, and understand that divulging such information to any third party may cause irreparable damage to the business continuity and survival of the Company, and agree not to divulge such confidential information belonging to the Company to any third party, press, media in any form accessible by third party, press, media, for a period of 5 years from the final day of your employment, and agree that the Company can pursue damage claims or other reparation through all available legal measures.
  - j. Promptly after termination of the employment for any reason, you or your personal representative shall return to the Company all property of the Company then in your possession, including without limitation papers, laptops, documents, computer disks, vehicles, keys, credit cards and Confidential Information, and shall neither make nor retain copies of the same
  - k. You agree to observe all work rules specified in practice or policy that the Company may establish from time to time.
  - l. You agree that, during the period of your employment with the Company, you will not
    - i. take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
    - ii. commit/involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudice the interest(s) / goodwill of the Company.
  - m. You agree that you will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine, publication about Company's products, services, customers' products or services, or any matter with which the Company may be concerned, unless you have previously obtained written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company's policies.
  - n. Miscellaneous: The validity or enforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision. These terms and conditions embody the entire Agreement between you and BB, the parties hereto, and supersedes all prior or contemporaneous, oral or written understandings, negotiations, or communications on behalf of such parties.
  - o. Jurisdiction: This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.
  - p. Taxes: All payments made to you by this Company shall be subject to the deduction of applicable taxes as per the prevailing local statutory provisions.

### 10. CONFLICT OF INTEREST

Any opportunity to advance personal interest over BB interest in any form is considered a conflict-of-interest situation within the context of this policy. BB expects all employees to act in such a manner that protects BB's best interest exclusively.

- a. You agree to disclose existing relationships (contracts, investments, working arrangements of any kind) that could cause potential conflicts in your role within BB, prior to accepting the offer



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and agree to resolve such conflicts of interest before joining BB as an employee; further, you agree that non-disclosure or not resolving such conflicts prior to joining BB as an employee constitutes a breach of BB conflict of interest policy

- b. You agree to abide by BB conflict of interest policy, included in your employee handbook, throughout your tenure as an employee of the company.
- c. You agree that breach of BB conflict of interest policy could result in your employment termination with cause and without benefits or compensation of any kind

**11. EMPLOYEE HANDBOOK AND CODE OF CONDUCT**

You will be provided with a copy of the Employee Handbook. The Handbook details BB's code of conduct, policies and procedures to be followed during your employment with BB. You agree to read the handbook and return a signed copy for our records. The Handbook and your agreement to abide by the rules laid out in the handbook will become an integral part of this employment agreement. Any violation of or non-adherence to the norms detailed in the handbook may result in immediate termination of employment with BB with cause and without compensation.

- 12.** You agree that the above terms and conditions are subject to review and change. You agree to abide by Company's policies that may change from time to time.

**ACCEPTANCE**

I agree to the terms and conditions of employment mentioned in the above.

Name: Karan Kanniappan

Signature: *K. Karan*

Date:

10 / 18 / 2023

Title	Offer - Karan Kannappan
File name	Offer_Karan Kannappan.pdf
Document ID	87a316ea8a8f98c459e39cf33aedbeb2e74ef84c
Audit trail date format	MM / DD / YYYY
Status	● Signed

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## Document history

 SENT	<b>10 / 17 / 2023</b> 14:58:13 UTC	Sent for signature to Jamunadevi Dhayanidhi (jamunadevi.dhayanidhi@bonbloc.com), Karan Kannappan (karankrito67@gmail.com) and Aravindaksha Raman (aravindaksha.raman@bonbloc.com) from admin@bonbloc.com IP: 103.113.189.169
 VIEWED	<b>10 / 18 / 2023</b> 14:09:51 UTC	Viewed by Jamunadevi Dhayanidhi (jamunadevi.dhayanidhi@bonbloc.com) IP: 49.205.87.94
 SIGNED	<b>10 / 18 / 2023</b> 14:10:08 UTC	Signed by Jamunadevi Dhayanidhi (jamunadevi.dhayanidhi@bonbloc.com) IP: 49.205.87.94
 VIEWED	<b>10 / 18 / 2023</b> 15:12:35 UTC	Viewed by Karan Kannappan (karankrito67@gmail.com) IP: 157.51.178.21

Title	Offer - Karan Kanniappan
File name	Offer_Karan Kanniappan.pdf
Document ID	87a316ea8a8f98c459e39cf33aedbeb2e74ef84c
Audit trail date format	MM / DD / YYYY
Status	● Signed

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### Document history



**10 / 18 / 2023**  
15:17:43 UTC

Signed by Karan Kanniappan (karankrito67@gmail.com)  
IP: 157.51.178.21



**10 / 18 / 2023**  
17:10:47 UTC

Viewed by Aravindaksha Raman  
(aravindaksha.raman@bonbloc.com)  
IP: 183.82.30.56



**10 / 18 / 2023**  
17:11:15 UTC

Signed by Aravindaksha Raman  
(aravindaksha.raman@bonbloc.com)  
IP: 183.82.30.56



**10 / 18 / 2023**  
17:11:15 UTC

The document has been completed.



September 18, 2023

Karthik Sathyanarayanan  
5/170, 64th Street,  
Sidco Nagar, Villivakkam,  
Chennai - 600049.

**LETTER OF APPOINTMENT**

Dear Karthik,

Congratulations! We have pleasure in making an offer to you for the post of **HC & Insurance Operations Senior Representative - Chennai**. We expect you to join the company on or before **September 29, 2023**. You will be a part of the NTT DATA Information Processing Services Private Limited, ("NTT DATA") legal entity.

Your total potential compensation inclusive of all benefits will be approximately INR **199495** (as detailed in annexure A) of which your fixed compensation is INR **168500** subject to applicable tax deduction.

We believe that our employees form the basis of our success and are therefore our most valued assets. Accordingly, we have always believed in giving them the very best work environment and facilities that allows them to deliver results to their full potential. You can look forward to the same when you join us!

The other terms & conditions of your service are attached in the annexures.

We look forward to a long and mutually satisfying association with you and hope you find the atmosphere challenging and invigorating to realize your potential.

Please sign the duplicate copy of this letter and return it to us as a token of your acceptance of the terms and conditions of employment offered to you. You can hand this over to the relevant authority on the day of joining.

Regards,  
**Sathish Kumar S**

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CIN: U72900KA2011PTC060769 | Phone: +91.80.2665.9482 | [www.nttdataservices.com](http://www.nttdataservices.com)

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Regd. Office: NTT DATA Information Processing Services Private Limited  
Plot No. 123, EPIP Phase II, Whitefield Industrial Area, Bangalore, Karnataka, India, 560066





cognizant

Kavitha

M



Date: 03-Oct-23

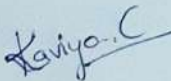
**Ms. Kaviya C**

AP84, AF block ,3rd street,  
11th main road, Anna nagar,  
Chennai- 600 040  
Mob: 8072181707  
Email: kaviyachella3@gmail.com

Dear Ms. Kaviya,

Based on your performance during the training period, we are pleased to offer you the position of "Research Associate-I", in our company "OLENE LIFE SCIENCES PRIVATE LIMITED". The appointment will be effective from 3<sup>rd</sup> Oct, 2023. You will be based in Chennai. This offer is governed by the following terms and conditions.

1. You will be under probation period for 6 months from the date of joining. After the successful completion of probation period, your job will be confirmed.
2. During the period of Probation, the company shall assess your progress in terms of job, knowledge, skills, attitude, conduct and discipline periodically and subject to the satisfaction of the Company, your appointment will be confirmed at the end of probation period.
3. You are eligible for a maximum of 6 leaves during the probation period and after the completion of probation, you are eligible for regular leaves as per the rules of the Company subject to prior sanction.
4. The salary and the various other monthly and annual benefits available to you are indicated in Annexure – A.
5. During your employment, you will devote full time attention to the duties assigned to you from time to time. You shall not engage yourself in employment or services of any nature or business, with other companies, without prior written permission of this Company.
6. You will keep us informed of any change in your residential address/phone numbers in writing within three days from the date of change. All communications mailed to you by the Company to the last address given by you shall be deemed to have been received by you.
7. The designation does not imply a related set of duties. Management reserves the right to assign duties from time to time, depending upon organizational needs.



**Olene Life Sciences Private Limited**



## Offer Letter

Date: 25<sup>th</sup> June 2023

To,

Dear Kaviya Priya S V,

We are pleased to appoint you as "**Human Resource Associate**" in our organization operating from Chennai India starting on 28<sup>th</sup> June 2023.

As compensation for all services to be rendered, Mokshaa Technologies agrees to pay employee an annual salary not less than **Rs. 3,00,000/- Per Annum (Rupees Three Lakhs Per Annum)** throughout the probationary period. Following the completion of the probation period, the salary will be subject to an appraisal review, and based on performance, it may be increased to **Rs. 3,50,000/- Per Annum** or adjusted during the annual appraisal. The salary set forth herein above shall be payable in accordance with the regular payroll practices of Mokshaa Technologies.

At the time of joining, you are requested to submit copies of the following:

- (a) Identification documents: Valid identification documents
  - a. Passport Xerox Copy
  - b. Driver's license or Aadhaar Card Xerox Copy
- (b) Educational certificates:
  - a. Certificates supporting your educational qualification along with marks sheet
  - b. Schooling certificate (SSLC/ICSE/SSC) in support of your age
- (c) Two color passport size photographs
- (d) PAN Card Xerox Copy

Your Appointment has been based on the information furnished by you. However, if there is any discrepancy in the copies of the documents / certificates given by you as proof in support of the above. We at our sole discretion have the option to revise or cancel your offer. Every individual will be on probation period for three months from the date of appointment during this period you would be monitored on your performance and upon non-performance of the duties the termination can be offered immediately without prior notice and without paying any compensation. Please sign the duplicate copy of the letter and return it to us as a token of your acceptance of this appointment and inform us within the day and date of your joining our organization.

As a new member of Mokshaa Technologies India Pvt Ltd, we look forward to a long and mutually beneficial association with you.

Very Truly,  
For Mokshaa Technologies India Pvt Ltd



**S K Kannan**

OffLET1067150Jun-2023-CH

June 08,2023

Keerthana Kulasekaran

Chennai

**Offer Letter**Dear **Keerthana**,

Congratulations! we are pleased to offer you the position of **Trainee Medical Coder** at AGS Health Private Limited.

Your annual cost to company (CTC) would be **INR.168,000**. In addition to this, you will also be eligible for a performance based incentive up to **INR.108,000 per annum**, to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

Your base location will be at **Chennai**. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings.

We request you to join us on or before **June 08,2023**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in vogue. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign the duplicate of this offer letter as your acceptance and forward the same to us.

To confirm your acceptance of our offer, please sign below and send us a scanned copy of the signed offer letter. This offer letter is valid till .

Sincerely,

**Kiran Guntur****Vice President – Human Resources****Acceptance of Invite:**

I accept the terms and conditions of this offer letter and the attached annexures, and agree to be legally bound by the same.

Signature:

Date:

1. The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health).
2. At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).

**Annexure A:**



CONFIDENTIAL

	Monthly ₹	Annual ₹
<b>CTC</b>		
Base Salary + Retirals	14,000	168,000
Base Salary + Retirals + incentive (See Note below)	23,000	276,000

<b>Base Salary</b>		
Basic Salary	6,500	78,000
Statutory Bonus	1,400	16,800
Basket of Allowance	4,590	55,080
<b>Gross Salary</b>	<b>12,490</b>	<b>149,880</b>

<b>Retirals and Insurance</b>		
Provident Fund (Employer)	780	9,360
Gratuity	313	3,756
Health Insurance	417	5,004
<b>Retirals Total</b>	<b>1,510</b>	<b>18,120</b>

<b>Performance Incentive</b>		
Monthly Performance incentive (See note Below)	9,000	108,000

\* includes city compensatory allowance.

\*

**Note:**

Performance incentive is paid based on company's incentive policy. You have potential to earn maximum of Rs.9,000 per month based on achievement of certain key performance and quality metrics as per the incentive policy applicable for different processes. The targets and actual performance (production and quality) are measured using tracking tools and are available for the agents to view online.

Please note above Take Home is Pre-Tax and is subject to

- Any tax deduction as per rules and regulations of Income tax act 1961
- Employee's contribution of ESI, applicable to employees below ESI salary limit
- Professional tax as applicable at base location

Signature:

Date:

	Monthly ₹	Annual ₹
<b>Base Take Home (pre-tax)</b>		
Gross Salary	12,490	149,880
PF (Employee)	780	9,360
<b>Take Home (pre-tax)</b>	<b>11,710</b>	<b>140,520</b>

### Joining Documents Check List

Candidate's Name: **Keerthana Kulasekaran**

Offer finalization checklist		
S. No	Checklist	Comments
1	About AGS	
2	Department	
3	Title	
4	Process/ Specialty (if applicable)	
5	Job Description	
6	Facilities/ Project (okay to work out of any facility and project?)	
7	Shift	
8	Working hours & days	
9	Dress Code	
10	Offered Compensation (explain all the components) annual CTC	
11	Incentives	
12	Buddy Referral Scheme	
13	Appraisal	
14	Career progression	
15	Aspire	
16	Date of joining	
17	Documents Checklist	
18	Do you have any other offer?	
19	Final status	

Additional Comments (if any):

Applicant's signature

Date:

Recruiter's signature

Date:

**DOCUMENT OF UNDERSTANDING**

**Facility / Place of work:**

- I will be required to work out of any office in Chennai based on business requirements.
- Experienced: I have been made aware that I will be required to work from office based on business requirement.
- Freshers: I have been made aware that I will need to report to office post completion of my training program or as per business requirement.

**Vaccination:**

- I was offered company sponsored vaccination or reimbursement of vaccination cost by AGS Recruitment SPOC.

**Shift Hours / Process / Project:**

- I will be required to work any 9 hour shift and be deployed in any project / process based on business requirements

**Compensation / Salary:**

- The take-home offered by AGS Health is pre-tax. Any professional /ESI/ income tax that is applicable will be deducted from the take-home offered

**Transport:**

- I will be eligible for a common point pick-up / home drop facility based on my shift hours as listed below

<b>Shift Hours</b>	<b>Common Point Pick-up</b>	<b>Home Drop</b>
Day shift	NO	NO
1pm to 10 pm	NO	YES
3pm - 12am	YES	YES
Evening / Night Shift	YES	YES
DST Timing	YES	YES

I understand and agree to abide by all the requirements mentioned above as part of my employment with AGS Health

Signature:

Date:

## **Annexure 2 - EMPLOYMENT LETTER**

We are pleased to provide you an Employment Letter with AGS Health Private Limited ('the Company') with appropriate responsibilities for such role. This Agreement is effective as from your date of joining.

This letter will set forth the economic and key employment terms and conditions of your employment which are binding on both the Company and you, and by signing a copy of this letter, you accept our offer based on the valid consideration of a professional opportunity of employment with appropriate remuneration in our Company.

### **1. Probation Period**

You will be on Probation from the date of commencement of your employment for a period of six (6) months. Your probation period will continue to be so unless and until you are expressly confirmed in the regular service of the Company but in any event shall not be for a period exceeding one year.

Notwithstanding anything stated herein, during the probation period, if your services are found unsatisfactory at any time during the period of your probation, your appointment will be terminated/cancelled without notice or compensation in lieu of notice. This Letter is contingent upon satisfactory completion of a pre-employment background verification process.

In the event of your resigning from the services of the Company during probation period, you will be required to give one month notice or an amount equivalent to one month's gross salary in lieu thereof. However, it would be at the discretion of the Company to waive the notice period on a case-to-case basis.

### **2. Compensation & benefits**

Your compensation & benefits will be as mutually agreed and specified in the offer letter provided to you. During your employment period your compensation & benefits are subject to change based on your performance and based on the Company's performance. You will also be eligible to participate in other benefit plans that are made available by the Company from time to time, as applicable to your Grade. The Company reserves the right to terminate, change or modify any or all aspects of any compensation & benefits programs at any time.

As mutually agreed, between us, any incentive or variable pay that may be applicable to you, will be paid based on achievement of certain key result areas on such parameters as may be fixed by your reporting authority with your concurrence. Such payment being purely linked to performance will vary according to performance. Statutory Bonus as applicable will be paid to you at the appropriate rates either monthly or annual basis at the discretion of the Company. Your monthly compensation has been fixed for a 48-hour working week.

### **3. Leave Policy**

You shall be governed by the Leave Policy of the Company as amended from time to time.

### **4. Medical Fitness**

You will be requested to provide medical fitness certificate or undergo certain medical tests either on your joining date or during your employment at the discretion of the management.



## 5. Other Key Employment Conditions:

i. The Company shall be entitled to modify the terms of your employment subject to applicable statutory legislations and after taking your due consent for the same. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedure, and policies framed, amended, modified, or omitted by the Company from time to time. Such announcement will be communicated through mail or through the **Employee Handbook**. Any non-compliance will be subject to disciplinary action. The Employee Handbook, as amended from time to time, will always be available with Human Resources Department and in Company's Intranet which will govern the conditions of your employment. It is your responsibility to go through the Employee Handbook and update yourself periodically with the changes that are made.

ii. You can be transferred to any location where the Company is carrying on its business, as per the business requirements of the Company.

iii. During the course of your Employment with the Company, you may be asked to sign a commitment bond, for undergoing certifications/ specialized training program provided by the Company. As part of the consideration for providing such learning opportunity, you fully agree to abide by all the terms and conditions of such bond, and you will not raise any objection or concerns at the time of signing such bonds.

iv. You warrant that you do not own or possess any information or property belonging to any of your previous employers and that your performance of your duties as an employee of the Company will not breach any inventions, assignment, proprietary or confidential information, declarations, and non-disclosure agreements with any of your former employers or any other party.

v. You are not allowed to undertake any other activity in the nature of employment or business except with the prior written consent of the Company whether or not you receive financial compensation for such activities. You understand that the position with AGS Health calls for full time employment and you are expected to commit yourself exclusively to the business of the Company. You cannot take up any other work whether by yourself or in the name of any of your family members, on part time or otherwise, whether for profits or not, or as freelancer, or work on advisory capacity or be interested directly or indirectly in any other trade or business, during the course of your employment with the Company, without obtaining prior written consent of the Company.

vi. Any inventions, improvements, reports, manuals, or any other form of publication containing information relating to the services of the Company ("Intellectual Property Rights") you may produce or formulate during the course of your employment, shall always remain the property of the Company. You agree and understand that such Intellectual Property Rights in respect of any work created or performed will be deemed to have been assigned to the Company.

vii. You must always maintain highest degree of secrecy of the strategy, names of fellow employees, business lines, Intellectual Property Rights, records, and any other information relating to our Company as may be deemed as "confidential information" from time to time.

viii. If an Employee is paid any relocation allowance or special allowance or any joining bonus to the Employee and if the Employee leaves the Company, either voluntarily or involuntarily, within one (1) year from the date of joining the Company, such relocation allowance or special allowance or joining bonus must be refunded to the Company in full within 30-days time period.

If you are found to be violating any of these key employment conditions, you will be subjected to strict disciplinary action against you by the Company and you agree to abide by any decision that the Company may take in this regard including termination of your employment with the Company and / or claiming compensation for any damages suffered by the Company because of such violation. You agree that the Company can seek monetary damages as may be quantified by the Company for any such violation or breach of your employment, without having to show anything other than the fact of such breach or violation.

## **6. Termination of Employment**

During the term of your employment, your services with the Company are liable to be terminated at any time, by giving two months' notice except in case of a termination due to misconduct. The Employee shall be eligible for Salary and benefits only until the last date of actual employment with the Company. If the Employee is required to serve full notice period, he shall not be entitled to avail of (or adjust/set off) any accrued leave during / against such notice period.

## **7. Resignation by Employee**

- i. You may terminate employment with the Company subject to you giving not less than two month's written notice to the designated officer of the Company.
- ii. The Employee shall either be required to continue working for AGS Health for the full applicable notice period or for such short period as may be required for transition or be relieved from the services immediately, solely at the discretion of the management.
- iii. If required by the management of the Company, you will also be required to train your replacement during such notice period.

## **8. Restrictions during and after employment**

You will not during the term of your employment with the Company and for a period of 1 (one) year following the date of termination of your employment, do or permit any of the following without prior written consent of the Company:

- i. Solicit any client of the Company or its associates or clients of the Company's clients for the purpose of offering to that person services similar to or competing with those of the Company.
- ii. Cause or permit any person directly or indirectly under your control to do any of the acts or things specified above; and
- iii. Solicit any employees of the Company, which includes the persons employed by the Company after termination of your employment with the Company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization, or any business whether owned by you or not.

Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given above.

In view of the nature of your duties with the Company, and the compensation and benefits granted by the Company to you, each of the Company and you consider the undertaking in this paragraph to be reasonable in all circumstances. However, if one or more undertakings in this paragraph are held invalid as unenforceable or invalid for any reason by a competent court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operations as may be necessary to make them enforceable and valid.

## 9. Indemnity

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Employment Letter, or any fraud, misconduct, or negligence on your part in the course of your employment with the Company

## 10. Governing Law, Arbitration and Severability of Terms

This Employment will be subject to jurisdiction of courts in Chennai, Tamil Nadu, India, without regard to its choice of law provisions. Any dispute or claim that arises out of this Employment Letter shall be resolved by final and binding arbitration in accordance with Indian Arbitration and Conciliation Act, 1996, by an arbitrator to be appointed by the Company. If any provision of this Employment Letter may be held invalid or unenforceable, such provision shall be ineffective without invalidating the remaining provisions of this Employment Letter.

If the terms of this Employment Letter are acceptable to you, please sign below. We

look forward to a long and mutually rewarding relationship.

Sincerely,



**Name: Prasad P K**

**Title: General Counsel – Legal and Corporate Affairs**

## ACCEPTANCE BY EMPLOYEE

I have read & understood and agree to the above terms and conditions governing my services and employment with AGS Health Pvt Ltd.; I hereby agree to be legally bound by the same.

Signature of Employee:

Name: Keerthana Kulasekaran

Place: Chennai

Date:

Electronically signed by Keerthana Kulasekaran on    Electronically signed from

accenture



**Keerthi A S**

**13687695**

Dear Keshika,

We are excited to offer you a position of **Associate** at KGL India. Our team has enjoyed getting to know you over last couple of weeks and learning about your impressive background.

As we discussed, your starting date will be **01-12-2023**. Your annual CTC will be **INR-400000**. Find attached the offer letter for your perusal with detailed annexure.

Please note that Appointment Letter will be provided post BGV (Background Verification) is done”.

Reply this email with your acceptance on the same.

Please let us know if you have any questions or concerns. We look forward to having you join our team!



Hi Kiran,

Greetings from **Medical Billing Wholesalers** (a division of Acrologic Business Solutions (P) Ltd)!

With reference to the recent discussions and interviews you have had with us, we are pleased to offer you the position of **"Trainee – IT"**.

As discussed with you, your date of joining will be on **04<sup>th</sup> October, 2023** and your reporting time will be at **11:00 AM**.

**Reporting Address:**

Medical Billing Wholesalers (a division of Acrologic Business Solutions (P) Ltd)

**WorkEZ, Block B, RK Swamy Center, 3/147, Pathari Road, Thousand Lights, Chennai – 600006**



**BONBLOC Technologies Private Limited**

Regd. Office address: Plot No. 19, Door no. 109/1, CTH Road, RCC Post, Thirumullaivayil, Chennai - 600109

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**October 17, 2023**

**Mr. Krishna Prasad Prakaash**  
**No:A3, Eswaran Koil Street,**  
**Madhavaram, Chennai,**  
**Tamil Nadu - 600060**

Dear Krishna,

Congratulations! We are pleased to offer you a position of **Graduate Intern (“Software Development Trainee”)** at BONbLOC Technologies Private Limited (“Company”, “BB”). Compensation and training details are explained in the Appendix A.

This offer of employment is contingent upon satisfactory completion of all required pre-employment verification by BB, and satisfactory verification of the following joining day documents:

- Digital copy of passport size photograph
- Proof of graduation: Photocopy of your highest education degree certificate/provisional certificate and the photocopy of the mark sheets for each academic year for the highest degree attained. Photocopies should include both front and back sides of the certificate. Digital copies are acceptable.
- Proof of identity and address: Photocopy of your Aadhaar card and PAN Card. Digital copies are acceptable.

The terms of this offer are final and all prior communications of any form regarding offer terms you may have received from BB or its agents are voided. You agree that your electronic signature is the legal equivalent of your manual signature on this offer letter and the enclosed terms of employment, and consent to be legally bound.

This document package consists of your offer letter and terms and conditions of employment. Please send us your acceptance of this offer and enclosed terms of employment by electronically signing & returning this document package **no later than 19-Oct-23**. If we do not receive your signed acceptance of this document package by date **19-Oct -23**, this offer will automatically stand withdrawn.

Your assigned office location: Chennai  
Agreed start date: 19-Oct-2023

Please contact for any clarifications and assistance:

Ms. Jamunadevi Dhayanidhi

Email: [jamunadevi.dhayanidhi@bonbloc.com](mailto:jamunadevi.dhayanidhi@bonbloc.com), Phone: +91 98842 37599

We look forward to working with you.

Yours sincerely,

For **BONbLOC Technologies Private Limited**

Name of the authorized signatory

**Jamunadevi Dhayanidhi**

**ACCEPTANCE**

I agree to the terms and conditions of employment mentioned in the above.

Name: Krishna Prasad Prakaash

Signature:

Date:

**APPENDIX – A: Software Development Trainee Program (“SDT”)**

1. The SDT program is aimed at preparing the trainees for an intensive and rewarding software development career at BONbLOC.
2. Trainees are expected to complete the SDT program in 6 months with extensions up to 30 days provided at the discretion of the Company
3. The program will have 3 phases namely, BASIC, INTERMEDIATE and ADVANCED. Each phase will have exit valuations based on which the trainee will move to the next phase of the training or full-time employment.
4. The trainees who are unable to clear the exit evaluation of a phase will likely be counselled out. This is required for the training to be competitive and equitably demanding.
5. The typical SDT program structure and the compensation during the program will be as follows: -

PHASE	DURATION	COMPENSATION
<b>BASIC</b>	2 MONTH	INR 6500 per month
<b>INTERMEDIATE</b>	2 MONTHS	INR 12000 per month
<b>ADVANCED</b>	2 MONTHS	INR 16500 per month

6. The compensation mentioned above will be paid after any deductions applicable in terms of Provident fund and other employee benefits as mentioned below: -

Particulars		BASIC	INTERMEDIATE	ADVANCED
<b>A</b>	Basic pay	3250	6000	8250
<b>B</b>	House rent Allowance	1625	3000	4125
<b>C</b>	Special Allowance	1625	1920	2640
<b>D</b>	<b>Sub Total</b>	<b>6500</b>	<b>10920</b>	<b>15015</b>
<b>E</b>	Less: Employee Contribution to Provident Fund	585	1080	1485
<b>F</b>	<b>Take home Salary before tax</b>	<b>5330</b>	<b>9840</b>	<b>13530</b>
<b>G</b>	Employer contribution to PF	585	1080	1485
<b>H</b>	<b>Total CTC</b>	<b>7085</b>	<b>12000</b>	<b>16500</b>

**\*All amounts in INR and per month**

7. Upon successful completion of the SDT program, the trainees will be offered full-time employment with BONbLOC as “Associate Software Engineers” with a compensation of Rs. 3,00,000 per annum
8. The trainees will sign a 24-month minimum service period clause when they successfully graduate from the SDT program and are offered a full-time employment with BONbLOC.
9. Trainees who do not complete the training and those who complete the training but decide to not take up the full-time employment will be required to pay the cost of training incurred on them till the date of exit.
10. Trainees who successfully graduate and join BONbLOC as full-time employees, will be required to pay Rs. 2,00,000 if they terminate the employment before the end of the 24-month period mentioned in clause 8 above.
11. All the terms and conditions of the employment given in Appendix – B will be applicable to the trainee during the training program except for the following clauses
  1. Probation – Clause 1a
  2. Employee Medical Insurance Scheme – Clause 4c
  3. Additional Benefits – Clause 5

**For BONbLOC Technologies Private Limited**

**Aravindaksha Raman**





## BONBLOC Technologies Private Limited

Regd. Office address: Plot No. 19, Door no. 109/1, CTH Road, RCC Post, Thirumullaivayil, Chennai - 600109

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### APPENDIX – B: Terms and Conditions of Employment

#### DEFINITIONS, TERMS & CONDITIONS OF EMPLOYMENT OFFER by BONbLOC Technologies Private Limited (“Company”, “BB”).

##### 1. APPOINTMENT

- a. Probation: You will be on probation for a period of 45 days from your date of joining. Your continued employment with BB may be subject to completion of probation period successfully, as defined in your probation period objectives, which will be shared with you on your date of joining. Please consult your HR partner for benefits eligibility during probation period.
- b. Work hours: BB work week generally will be Monday through Friday from 9 am to 6 pm, except for declared or observed holidays, with allowances for work breaks amounting to a total of 60 minutes during a workday. BB may request you to contribute additional and/or different work hours to meet specific deadlines or to be on call as needed.
- c. Training & Certification: BB may invest in specific work-related training and/or certification for you at any time during your employment with BB. You may decline to take the training or certification. If you accept the training or certification, you agree to repay all or a portion of such investment costs if you leave the services of the company within 12 months of such training or certification.
- d. Transferability: You may be assigned upon reasonable notice to any location in India or abroad where the Company requires you to work from. While working as a transferee, you will be governed by the rules, regulations, and conditions of service of that location.
- e. Retirement: You will automatically retire from the Company at the end of your birth month upon attaining the age of 63 years. For example, if you were born in January 1960, you would automatically retire from the company on January 31<sup>st</sup>, 2023. Standard exit process applies.

##### 2. TERMINATION, NOTICE PERIOD & FINAL SETTLEMENT

###### a. Termination without cause:

1. During your probation period either party, BB or you, can terminate the employment without advance notice. You may be relieved immediately under such conditions, and you may be eligible for final settlement (explained later in this section).
2. After completing probation period or upon earlier confirmation, you will be required to give advance notice **of 3 months** if you choose to terminate your employment with BB or pay a sum equivalent to the CTC salary for the number of days unserved, which will be calculated from the date of your written resignation to the end date of the notice period or relieving date as agreed.
3. Company may choose to terminate your employment without cause any time during or after the probation period as warranted (for example: adverse business conditions resulting from any cause) and in such cases, the company may give you written notice of termination. You may be relieved immediately or after an agreed service period, and you may be eligible for final settlement (explained later in this section).

###### b. Termination with cause:

1. You may be terminated without notice and may be relieved immediately without compensation or final settlement of any kind, in the event of “termination with cause” such as:
  - i. unsatisfactory performance as determined by your managers or customers
  - ii. unacceptable behavior such as workplace or public misconduct, workplace harassment, misappropriation or misuse of company property, violation of code of conduct, unethical behavior or any behavior considered to be detrimental to the best interest of the company, its employees, its customers or business partners
  - iii. any other situation where you failed to demonstrate acceptable code of conduct
- c. Final Settlement refers to any money owed by the company to you or by you to the company, after accounting for all adjustments such as deductions, penalties, recovery for loss of company property not limited to laptops, training and certification, access cards, identification cards, customer or company physical or intellectual property handled by you, or any other physical assets of the company handled by you.



## BONBLOC Technologies Private Limited

Regd. Office address: Plot No. 19, Door no. 109/1, CTH Road, RCC Post, Thirumullaivayil, Chennai - 600109

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- d. A relieving notification shall be issued only after a final settlement has been agreed and processed. Termination would be in effect regardless of final settlement status
- e. Email is an acceptable form for all written notification and communication purposes.

### 3. LOCATION

Your work location will be your assigned office location stated on the offer, or as deployed by BB. You hereby agree to BB's decisions on relocation and deployment by signing this document.

### 4. COMPENSATION:

In addition to your CTC, you will be eligible for additional cash and non-cash compensation from time to time as explained in the additional benefits section. As such, you may consider your total compensation to include the additional benefits.

### 5. STANDARD BENEFITS

You would be eligible for the following standard benefits, governed by applicable local regulations and policies, starting from your joining date:

- Paid Time Off (PTO): You will be eligible for paid sick and causal absences, as explained in our company paid time off policy.
- Paid holidays: You will be eligible to avail paid holidays for the year as declared by the Company
- Vacation: You will be eligible for paid vacation days based on the duration of your service with the company, as explained in our company paid time off policy.
- Health Insurance: Company offers group medical insurance policy which includes the employee, their spouse and their children for a sum assured of Rs. 2,00,000 per policy, the premium for which will be borne by the company
- Participation in provident fund plan: You are eligible and required to participate and contribute per month, a sum equal to Rs. 1800 or 12% of your salary less HRA, whichever is lower. The company will match your contribution up to Rs. 1800 or 12% of your salary less HRA, per month, whichever is lower. You can voluntarily increase the contribution without any commensurate match from the company. Please let your HRBP know if you want to voluntarily increase your contribution.
- Gratuity plan: All employees who complete 5 years of continuous employment with the company are eligible to receive gratuity at the rates applicable at the time of their exit from the company.
- Other: Any other standard benefit announced at any time by BB

### 6. ADDITIONAL BENEFITS

You would be eligible for the following additional benefits, paid at the discretion of BB:

- Joining Bonus: Any joining bonus paid to you may be recovered from your final settlement if you leave your employment with BB within 1 year from joining date
- Work Anniversary Bonus: Cash bonus paid during the month following your work anniversary
- Recognition Incentives: Cash or non-cash incentives paid recognizing your accomplishments
- Other Bonus: Cash bonus paid at any time during the year.
- Other discretionary cash and non-cash benefits announced from time to time.

### 7. EXPENSES CLAIM & REIMBURSEMENT

You agree to follow company policy for incurring and claiming any expenses, including travel and entertainment, necessary to complete your assigned duties at BB. Company shall reimburse approved expenses incurred and claimed according to company policy. Expenses must be pre-approved whenever possible. For more details, please refer to expense claim and reimbursement policy in the employee handbook.

### 8. NON-COMPETE & NON-SOLICITATION AGREEMENT

During the term of your employment AND for a period of 3 years after the termination of your employment with or without cause, you agree not to:

- solicit or accept employment with any of the Company's Affiliates or Customers.
- employ, solicit the employment of, or encourage or aid any other party to employ or solicit the employment of any Company employee



## BONBLOC Technologies Private Limited

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- engage in any business directly or indirectly competing with the Company

### 9. DEFINITIONS, RESTRICTIVE COVENANTS & OTHER TERMS OF EMPLOYMENT

You acknowledge that you have read and understood and agree to abide by ALL the terms of this offer package.

Employment with BB is "at will" subject to the invocation of termination rights, with or without cause, at any time, at the option of either the Company or the employee in accordance with the terms of employment.

As used in this Employment Agreement the following terms have the following meanings:

- a. "Affiliate" means any person or entity which controls, is controlled by or is under common control with the Company, and "control" means, with respect to any entity, the possession, direct or indirect, of the power to direct or cause the direction of the management and policies of such entity, whether through ownership of voting securities, by employment or otherwise.
- b. "Company Product" means (i) any product or service which the Company or any of its Affiliates is marketing, selling or developing, and (ii) any other product or service which the Company or any of its Affiliates has marketed, sold or developed at any time during a period of 10 years, immediately prior to the date of termination of employment.
- c. "Confidential Information" means all information concerning or related to the business, operations, financial condition, or prospects of the Company or any of its Affiliates, regardless of the form in which such information appears and whether or not such information has been reduced to a tangible form, and specifically includes
  1. all information regarding the officers, directors, employees, equity holders, customers, suppliers, distributors, sales representatives and licensees of the Company and its Affiliates, in each case whether past, present, or prospective, including sales and pricing information and procedures, customer lists, and business and marketing plans
  2. all inventions, discoveries, trade secrets, processes, techniques, methods, formulae, ideas, system designs, program materials (including source and object code and system and user documentation), operating processes, equipment design, product specifications, and know-how of the Company, its Affiliates, AND its customers
  3. financial statements, audit reports, budgets and business plans or forecasts of the Company and its Affiliates "Employee Work" means all written and graphic materials, computer software, inventions, discoveries, and improvements authored, prepared, conceived, or made by you during the term of your employment with the Company and which are related to the business of the Company.
- d. "Territory" at any time means any location in any country, in which the Company or any of its Affiliates has marketed or sold any Company Products at any time during a period of 10 years immediately prior to the date of your employment termination.
- e. "Customer" or "Client" means any organization or person to which BB has provided services and with whom you have had direct or indirect contact during your employment with BB
- f. "Prospective Customer" or "Prospective Client" means a person, or another organization or person to which BB has, within the twelve months period preceding termination or exit of your employment, has/had submitted a proposal to provide services, the preparation of which included your direct involvement
- g. Covenant against Disclosure: During and after your employment/engagement with BB, you agree not to disclose or use any knowledge or information of an unpublished, confidential, proprietary, or trade secret nature generated or otherwise acquired by you from BB or its customers.
- h. You understand that BB employees or any of its suppliers, licensors, or customers may disclose to you, information relating to the technology, systems methods of operations, products, and business data of BB or its suppliers, licensors, or customers and, you therefore agree to the following:
  - i. to accept and retain such data and information in complete confidence and, always



## BONBLOC Technologies Private Limited

Regd. Office address: Plot No. 19, Door no. 109/1, CTH Road, RCC Post, Thirumullaivayil, Chennai - 600109

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during or after the termination of your employment, not to disclose or reveal such data or information to others and refrain from using such data for purposes other than those purposes authorized in writing by BB.

- ii. not to directly or indirectly publish, communicate, divulge, or describe to any unauthorized person nor use, claim, patent, or copyright any such data or information during the term of your employment or at any subsequent time without prior written consent of BB.
  - iii. to keep the details of business relationships of BB with its BB suppliers, licensors, or customers confidential.
- i. By signing and accepting this package, you acknowledge that you may have the opportunity to access trade secrets and other confidential business information belonging to the Company during the employment period, and understand that divulging such information to any third party may cause irreparable damage to the business continuity and survival of the Company, and agree not to divulge such confidential information belonging to the Company to any third party, press, media in any form accessible by third party, press, media, for a period of 5 years from the final day of your employment, and agree that the Company can pursue damage claims or other reparation through all available legal measures.
  - j. Promptly after termination of the employment for any reason, you or your personal representative shall return to the Company all property of the Company then in your possession, including without limitation papers, laptops, documents, computer disks, vehicles, keys, credit cards and Confidential Information, and shall neither make nor retain copies of the same
  - k. You agree to observe all work rules specified in practice or policy that the Company may establish from time to time.
  - l. You agree that, during the period of your employment with the Company, you will not
    - i. take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
    - ii. commit/involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudice the interest(s) / goodwill of the Company.
  - m. You agree that you will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine, publication about Company's products, services, customers' products or services, or any matter with which the Company may be concerned, unless you have previously obtained written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company's policies.
  - n. Miscellaneous: The validity or enforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision. These terms and conditions embody the entire Agreement between you and BB, the parties hereto, and supersedes all prior or contemporaneous, oral or written understandings, negotiations, or communications on behalf of such parties.
  - o. Jurisdiction: This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.
  - p. Taxes: All payments made to you by this Company shall be subject to the deduction of applicable taxes as per the prevailing local statutory provisions.

### 10. CONFLICT OF INTEREST

Any opportunity to advance personal interest over BB interest in any form is considered a conflict-of-interest situation within the context of this policy. BB expects all employees to act in such a manner that protects BB's best interest exclusively.

- a. You agree to disclose existing relationships (contracts, investments, working arrangements of any kind) that could cause potential conflicts in your role within BB, prior to accepting the offer



**BONBLOC Technologies Private Limited**

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and agree to resolve such conflicts of interest before joining BB as an employee; further, you agree that non-disclosure or not resolving such conflicts prior to joining BB as an employee constitutes a breach of BB conflict of interest policy

- b. You agree to abide by BB conflict of interest policy, included in your employee handbook, throughout your tenure as an employee of the company.
- c. You agree that breach of BB conflict of interest policy could result in your employment termination with cause and without benefits or compensation of any kind

**11. EMPLOYEE HANDBOOK AND CODE OF CONDUCT**

You will be provided with a copy of the Employee Handbook. The Handbook details BB's code of conduct, policies and procedures to be followed during your employment with BB. You agree to read the handbook and return a signed copy for our records. The Handbook and your agreement to abide by the rules laid out in the handbook will become an integral part of this employment agreement. Any violation of or non-adherence to the norms detailed in the handbook may result in immediate termination of employment with BB with cause and without compensation.

- 12.** You agree that the above terms and conditions are subject to review and change. You agree to abide by Company's policies that may change from time to time.

**ACCEPTANCE**

I agree to the terms and conditions of employment mentioned in the above.

Name: Krishna Prasad Prakaash

Signature:

Date:



To

Mr. R S A Kumar

No:45, Raja Street, Bharathiyar Nagar, Virugambakkam, Chennai - 600092,

Dear Mr. R S A Kumar,

**Sub: Letter of Appointment**

We are pleased to offer you an appointment in our organization on the following terms and conditions:

- 1 Your date of commencement of service is: 23-Oct-23. Employee ID VRM10985, Designation: Jr Executive - Coding Services. File No 10405, Place of posting: # Chennai - DLF
- 2 You will be entitled to a CTC of Rs. 15000(Rupees Fifteen Thousand Only) per month till the confirmation, which would be subject to revision periodically on the basis of your performance. Ref - Annexure A
- 3 You will be eligible to other benefits in accordance with the company's rules and statutory benefits, if any, applicable to you from time to time. You will also be entitled to leave, ESIC, PF and Gratuity and as per Act. Your Performance Review will be done on yearly basis. Remuneration paid to you shall be subject to Tax Deduction at Source as per the rules applicable at the time of disbursement.
- 4 If you want to exit the organization for any cause, you need to formally resign, serve notice period, and complete exit formalities as per the HR policy and as per the employment documents that you sign while joining us. We waive off notice period only on serious medical conditions, which are substantiated with medical documents such as hospitalization records, discharge summary, scan report, blood test reports. We will send them to our medical panel and once they validate and approve the documents, immediate relieving will be initiated.
- 5 Otherwise, associates below AVP level have to serve Two months' notice while resigning from services. All the confirmed associates have to serve notice period according to their designation or they need to pay three/two (based on their designation) month's gross salary in lieu of notice while resigning from services. However the decision to accept gross salary in lieu of their notice period solely lies with your functional head based on the responsibilities they were handling and the availability of replacement for the position.

*J. S. A. Kumar*



**Accepted By - Mr. R S A Kumar**

	<b>CITY UNION BANK</b> <b>ADMINISTRATIVE OFFICE – 'NARAYANA'</b> <b>24-B, GANDHI NAGAR, KUMBAKONAM – 612 001</b>	
	<b>Ph: 0435-2402322</b>	<b>E-mail: transfer.hrmd@cityunionbank.in</b>

HRMD/OFF-LTR/TN22230298/2023-24

Date: 27.06.2023

Shri.Subramanian M.R.G,  
Number 16 Karnan Street,  
Flat Number B6 SFI Apartments, Chennai,  
Tamil Nadu- 600024.

**Sub: Revision of our offer cum appointment order dated 09.01.2023 to you.**

We are happy to inform you that our Bank has revised the "HR Compensation Policy" recently. Accordingly, your designation, pay & other allowances have been modified/revised.

As per the revised policy, you will be re-designated as "**Probationary Relationship Manager I**".

In this connection, we **enclose our revised offer cum appointment letter**. Our earlier appointment order date 09.01.2023 stands cancelled and withdrawn.

If the offer is acceptable to you, please submit copy of this letter duly signed by you, as a token of having accepted the revised offer cum appointment letter on or before **29.06.2023**, to HRMD, Administrative Office, Kumbakonam.



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

**Encl:** as above



Bajaj Capital Limited  
[CIN: U67120DL1965PLC004338]  
Registered Office: Mezzanine Floor, Bajaj House,  
97, Nehru Place, New Delhi - 110019, India  
Correspondence Address: Novus Tower,  
1st Floor (East wing), Plot No. 18, Sector-18,  
Gurugram, Haryana 122015  
email: info@bajajcapital.com  
email: dp@bajajcapital.com\*  
www.bajajcapital.com

PRIVATE & CONFIDENTIAL

**Conditional Pre-Placement Offer Letter**

Date: 04<sup>th</sup> March, 2023

**M Sarathi**  
O No 81 N No 26, Station Road,  
Korattur,  
Ambattur District,  
Tiruvallur,  
Tamil Nadu - 600080

**Dear M Sarathi,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning in association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies)

We are pleased to extend you an offer for the post of "Officer-Wealth" upon joining BAJAJ CAPITAL subject to your successful completion of the above-mentioned program.

**Selection**

You will be evaluated on various parameters during the program, and you are required to clear all the evaluations to get the final diploma & certifications to become eligible.

Your further absorption in the Organization will be subject to the successful completion of the Diploma program (including NISM certification) and authenticity and correctness of the information, preliminary documents (if any) provided by you about your education, experience, etc.

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

Over 150 offices nationwide | Serving 10,000 investors | Since 1965  
7-Times recipient of CNBC TV 18 Best Financial Services award (Retail) including 2017-18  
Great Place To Work 2012 | The Economic Times Best BFSI Brands 2016

\*For any DP related grievance

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



Employee Code: 16170

Date of Joining: 18/05/2023

**JOINING REPORT**

FROM: M. SUBASH

PAN NO: LWZPS6072A

Name: M. SUBASH

Employee Code: 16170

Department: BPOO

Designation: EXECUTIVE - PAYROLL

Permanent Address: 10/885 ELANGO SALAI MOGAPPAIR EAST, CHENNAI - 37

Contact Number: 6369966056

Aadhar Number: 6046 9277 0529

To

The Vice President - Human Resources Department  
Ramco Systems Limited  
64, Sardar Patel Road Taramani  
Chennai – 600113

Dear Sir,

I refer to your offer letter dated **08/05/2023**, after completing my PG Degree my offer letter was updated on **17/08/2023**. I am glad to inform that I have joined Ramco Systems Limited today **18/05/2023** Hoping for a long and fruitful career with Ramco Systems,

Thank you.

*M. Subash*  
14/10/2023  
Signature

---

Ramco Systems Limited

Corporate Office: 64, Sardar Patel Road, Taramani, Chennai 600 113, Tamilnadu, India  
Tel: +91 44 2235 4510 / 6653 4000, Fax: +91 44 2235 5704 | CIN : L72300TN1997PLC037550

Registered Office: 47, P.S.K. Nagar, Rajapalayam 626 108, Tamilnadu, India.

Global Offices: India | Singapore | Malaysia | Indonesia | HongKong | China | Vietnam | Macau | Japan | Philippines | Australia |  
New Zealand | UAE | Saudi Arabia | USA | Canada | United Kingdom | Germany | Switzerland | Spain | Sudan | South Africa  
[www.ramco.com](http://www.ramco.com)



**CHOLAYIL**  
Naturally Aligned

CPL/HR/OFFER/2023

19<sup>th</sup> Sep'2023

**Mr.Madhan A B**  
No.55, MSR Garden,  
Rettambadu  
Gummidipoondi - 601201

**OFFER LETTER**

**Dear Mr.Madhan,**

It gives us immense pleasure in inviting you to join Cholayil Private Limited as one of its valuable members. We are happy that you are joining us in our effort to create a contemporary world-class corporation. We believe that corporates grow due to the professionalism, enthusiasm and ethical values of the people in the organization. We therefore believe that all our executives are our partners in our journey of organizational growth and we welcome you as one such partner in this journey.

You will be initially designated as **"Trainee Chemist"** and will have to report on your joining to **"Assistant Manager QC"**. You will be initially posted at **Tada Head Quarters**.

Your position will carry a gross compensation value of around **Rs.2,50,008/-** (Rupees Two Lakhs Fifty Thousand and Eight Only) cost to the company (all monthly payments + annuals + value of perks + benefits+ Variable Pay). The detailed working is enclosed.

You will be on probation normally for a period of One year from the date of joining and will be confirmed in the services based on your performance. Your association and employment will be governed by the various associate /employee related policies and guidelines of the organization.

On successful completion of Probation period, you will be confirmed in the service which will be intimated to you in writing. During probation your appointment is terminable by **Fifteen days** notice or salary in lieu thereof on either side and after confirmation your appointment is terminable by **One month's** notice or salary in lieu thereof on either side.

Cont...2/



CHOLAYIL

Naturally Aligned

Page 2

However, relieving from the Company will take place after the Company is satisfied that proper handing over of papers, documents, information assets, etc., has taken place.

We prefer you to join us on or before **25<sup>th</sup> Sep'2023**. On your joining day, we will require you to submit the various documents for our records, as mentioned in the list given below.

As much as your association with CPL will be governed by the terms of offer made in this letter, it will be also guided by the core values and beliefs of our organization cherished over the last many years. On your Joining a detailed Appointment Letter will be issued.

While welcoming you to CPL we are confident that you will contribute to the organization and its goals, add value through your roles. We Wish you and your family all the very best.

Sincerely

For CHOLAYIL PRIVATE LIMITED,

RAJASEKAR. J  
HEAD – HR & ADMIN

P. S: Please sign the copy of the offer letter as a token of your acceptance and send it across to us at the earliest.

**List of documents asked for:**

1. Medical certificate indicating your fitness and blood group
2. Six passport size photographs
3. Relieving order from your previous employer
4. Salary certificate from your previous employer indicating tax deducted so far
5. All Original Certificates along with one set of Photocopy. Originals returnable immediately.
6. PAN Card Copy (Mandatory)





CHOLAYIL

Naturally Aligned

INDIVIDUAL COMPENSATION DETAILS

Name	Madhan A B	
Designation	Trainee Chemist	
Region	Tada	
State	Andhra Pradesh	
HQ *	Tada	
Reporting To	Assistant Manager QC	
Applicable Structure	Non-Metro	
Grade Offered	A	
Offer Made On	19 <sup>th</sup> Sep'2023	
Expected Date of Joining	25 <sup>th</sup> Sep'2023	
<b>Emolument</b>		
Basic		6660
DA		4440
HRA	40.00%	4440
Special Allowance		1734
<b>GROSS</b>		<b>17274</b>
PF	12.00%	1540
ESI		562
Gratuity	4.80%	533
Bonus	8.33%	925
<b>Fixed CTC Per Month</b>		<b>20834</b>
<b>Total CTC Per Annum</b>		<b>250008</b>
*HQ Subject to change based on organizational exigencies		

For CHOLAYIL PRIVATE LIMITED

RAJASEKAR J  
HEAD - HUMAN RESOURCE & ADMINISTRATION

Dear Candidate,

Greetings from Adecco!

We are pleased to Offer you the Document Specialist role in R R Donnelley!

Your Date of Joining is **14<sup>th</sup> November 2023**.

Salary:

CTC: Rs 15073/- including PF, ESIC and other benefits.

Take Home: Rs. 11300/- plus Over time, etc.

Thanks & Regards,

**MIDHUN PAUL**

Executive-Client Success

## EMPLOYMENT OFFER

September 8, 2023

To: Manimaran Pa,  
7/11 Lala Garden, Mambalam Highroad, T.Nagar, Chennai - 600017  
Email: [pamanimaran07@gmail.com](mailto:pamanimaran07@gmail.com), Tel: +91-63820-49669

Re: Offer and Terms of Employment

Dear Mani,

This letter is intended to set forth in writing the terms of our offer for you to join Nowigence India Private Limited, (the Company) as Junior Data Scientist.

1. **POSITION AND DUTIES.** Your position will be Junior Data Scientist reporting to the Product Manager currently and later to the Head of Technology once appointed. You will have the duties and responsibilities customary to Data Science in the Company's industry.
2. **START DATE.** Your start date with the Company will be Monday, the 11<sup>th</sup> of September in 2023.
3. **PLACE AND LOCATION OF WORK.** Your office location from an offer perspective is Noida, U.P. Though, the company offers flexibility allowing you to work from home as currently. If deemed necessary for the benefit of the business and on company's expense, you may have to travel for meetings, conferences, training workshops, and/or customer meetings.
4. **SALARY:** Starting from the Start Date, your annual salary compensation will comprise of base salary plus benefits as will be defined from time-to-time as the Company grows. The quoted rate is for convenience and is not intended as a guarantee of employment for any fixed period.

Base Salary - Your annual gross salary on cost to company basis is Rs.720,000 subject to payroll deductions and applicable withholdings and payable in accordance with the Company's payroll policies and the Regional/Country requirements. Your salary payment frequency is monthly. Or, in other words, you will be paid a gross salary of Rs. 60,000 monthly.

Benefits & Bonus – The Company is a start-up company and has yet to clearly define the benefits and bonuses associated with each organization level. However, your position is in the salaried professional level and offers additional benefits as and when the plans are communicated to all other team members for the geographical region under which your employment falls.

5. **VACATION.** Paid vacation days are available to you, to be used as per your discretion and understanding with your supervisor. In addition, the list of paid holidays as per your country of location will be published every December for the subsequent year. Discretionary annual and sick leave is to be scheduled and approved in accordance with the Company's vacation policy for similarly situated employees. Currently, we do not accrue any fixed number of vacation days for any team members.
6. **POLICIES.** You agree to abide by and comply with the policies of the Company that are in force from time to time.



7. **TERMINATION OF EMPLOYMENT.** Your employment with the Company is at will and may be terminated by either party at any time.
8. **FULL-TIME EMPLOYMENT.** You will devote your full professional time attention to the performance of your duties for the Company. We ask that you devote your best efforts to the interests of the Company and that you not, without the prior written consent of an authorized representative of the Company, engage (a) in any other employment or services for a third party, or (b) in any activities detrimental to the best interests of the Company.
9. **OTHER AGREEMENTS.** As a condition to your employment, you will be required to sign the Company's Code of Business Conduct, and Proprietary Information and Inventions Assignment Agreement at a later time when the documents are available.
10. **RELIANCE.** In making this offer, we are relying on the information you have provided to us about your background and experience, including any information provided to us in any employment application you may have submitted to us. You confirm, by executing this letter, the truth and accuracy of all statements you have made to the Company. An untruths and inaccuracies can result in this offer of employment being rescinded or your employment terminated.
11. **COMPLETE AGREEMENT.** On your acceptance of this letter, it will contain the entire agreement and understanding between you and the Company (along with the Nondisclosure Agreement and Non-Compete Agreement and Proprietary Information and Inventions Assignment Agreement, and other policies established from time to time by the Company), provided that you understand and agree that you and the Company intend to enter into separate award agreements memorializing the terms and conditions of the Equity Grants set forth in this letter. This letter supersedes any prior or contemporaneous agreements or understandings by or on behalf of the Company, whether oral or in writing.
12. **DISPUTE** The parties shall use their best efforts to settle amicably all disputes including any unresolved controversy or dispute arising out of or in connection with the existence, interpretation, performance, or termination of this Employment Offer, arising out of or in connection with this Offer ("Dispute") in the manner specified in this Section. The party raising the Dispute shall address to the other party a notice requesting an amicable settlement of the Dispute. The Dispute will be referred for resolution between the parties. The Dispute will then be resolved by them and the agreed course of action documented, within a period of max 90 days.
13. **ARBITRARY:** In the event the Parties are not able to amicably resolve and settle the disputes/ differences under the procedure mentioned above, the dispute / difference shall be referred to the arbitration by a single arbitrator to be jointly appointed. In the event the Parties fail to concur in appointing the sole arbitrator, the arbitrator shall be appointed in accordance with the provisions of the Arbitration & Conciliation Act, 1996. The arbitration shall be conducted in accordance with the Arbitration & Conciliation Act, 1996 for the time being in force or any statutory modification or re-enactment thereof. The place of Arbitration shall be in Delhi. The language of the Arbitration shall be English. The award of the arbitrator shall be final and binding upon the parties herein.

**The terms of this offer letter expire 5:00pm IST after 3 full business days.**

If the above terms and conditions are acceptable to you, please countersign this letter where indicated below and return it to us. We are excited in having you become a part of Nowigence India Private Limited. We believe that this position will provide the kind of challenge and professional growth you are seeking. Congratulations and welcome aboard.

**Employer:**

Nowigence India Private Limited

By: Anoop Bhatia

Date: 9/8/2023

Anoop Bhatia, Director – Nowigence India Private Limited.

**ACKNOWLEDGEMENT & ACCEPTANCE – EMPLOYMENT OFFER**

I understand that Nowigence India Private Limited, is a start-up company striving to achieve stability through operations. I am joining the company to help it achieve stability through its operations. There are risks of stability that I recognize and have been discussed with me prior to my accepting the offer. I have reviewed the terms offered as part of employment and am joining the company “at will” which means that both you and the Company are free to terminate your employment at any time, with or without cause. I shall contribute with integrity to its profitable growth and will strive to maintain a high road of performance to benefit its customers, peers, shareholders, and associated communities.

Manimaran Pa  
Accepted – Manimaran Pa

08-09-2023  
Date



Date: - 06.12.2023

Dear MR MANISH Y,

Arihant Maxsell Technologies Pvt. Ltd.is excited to bring you on board as **Marketing Executive.**

Please review this summary of terms and conditions for your anticipated employment with us. If you accept this offer, your start date will be 8<sup>th</sup> May 2023, and you would report to Mr. Praveen Raj – at our corporate office – Chennai at 09.00 am.

You will be designated as “**Marketing Executive**” for this period. You will be paid **INR 17,250 (Take-home), /-Net Salary (Twenty thousand) + PF + Performance Linked Salary of Rs.4000/- will be added. (75%:25% - Goal: Culture).**

**Note:**

**Probation period- 6 months**

Details and scope of your work will be provided to you on your first day of training at the company. After completion of training, you will be required to submit a copy of detailed report, on which you will move to next level.

Your Training period with our organization will deal with important and sensitive information and confidential record of the company. You will, therefore be required to sign a “Code of Conduct and Secrecy Agreement” of our company on the first day of training.

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the following documents / Credentials at the time of Joining and submit these documents to HR Department on the day you join our organization:

- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from you previous 2 employer
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Certificate from previous employments
- Proof of Address
- Date of Birth Certificate
- Copy of Passport
- PAN card
- Two passport size photographs

At last, we welcome you in Arihant Maxsell Technologies Pvt. Ltd. and wish you a rewarding career.

Request you to please send us your formal acceptance by end of the day so that we can start the formalities. Please feel free to get to contact the undersigned for any kind of query, clarification and further information for better understanding.

For M/S. Arihant Maxsell Technologies Pvt Ltd

(Ms. Usha J)  
(CEO)

Ref/CL/2023/66

Date: 26-May-2023

To,

**Mohammed Apsar. S**  
1C, Gandhi Nagar 6th Street,  
Goyya Thoppu, Kodungaiyur  
Chennai -600118

**Mob** : +91 - 7871016361

**Email** : apsar7871@gmail.com

**Re: LETTER OF CONTRACT OF EMPLOYMENT – Wipro (Bangalore – Kodathi)**

Dear Mr Apsar,

Welcome to MitKat!

In continuation to our recent discussions on the subject, we are delighted to offer you the position of **Security Enablement Officer** with **MitKat Advisory Services P.L.** 'MitKat', to be deployed at Wipro at Bangalore – Kodathi.

This letter will memorialize the terms of your employment by MitKat. Your employment is contingent on your ability to furnish employment eligibility documentation as required by law. However, if considered expedient and necessary, we may conduct background checks on you on our own or through third party. You hereby consent to any such background checks and undertake to co-operate if so, requested by us. We look forward to your joining and helping us grow the Company's business!

Your employment with the Company may be subject to successful pre and/or post-employment background check and following terms and conditions:

1. **Joining and Place of Posting:** We look forward to you joining our team on or before **01<sup>st</sup> June, 2023** . You shall be deployed with **Wipro** at their location in **Bangalore – Kodathi**. We are sure that you will have a bright career with our company.
2. **Salary and Allowances:** You will draw a total consolidated gross salary of **INR 3,81,600/-** per annum (Three Lakhs Eighty One Thousand Six Hundred) per annum and a detailed breakup monthly remuneration is enclosed as **Annexure A** to this letter.

You will be always governed by the policies, procedures and rules of the company related to the salary, allowances, leaves benefits and perquisites which are specified in this appointment letter (including the annexure). Further, the company, at its sole discretion, may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

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MITKAT ADVISORY SERVICES PVT. LTD.

CIN: U74900MH2010PTC207302 Regd Office: 511, Ascot Centre, Adjacent to Hilton,  
Near International Airport, Mumbai: 400 099 Tel.: 022 28391243

E-mail ID: [contact@mitkatadvisory.com](mailto:contact@mitkatadvisory.com), Website: [www.mitkatadvisory.com](http://www.mitkatadvisory.com)

3. **Medical Fitness:** Your appointment is subject to your being declared medically fit by a Medical Officer or by a registered medical practitioner specified by the Company or otherwise. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, 30 days' time to regain your fitness will be given. In case you do not regain your fitness within the said period of 30 days, your services shall be liable to termination at the sole discretion of the management.
4. **Office Timing & Leave Entitlement:** You will be entitled to leave as per company policy (MitKat) and will observe the working hours as may be applicable as per Client requirement and location of posting. Also, if you are taking medical leaves for more than 3 days you need to submit a medical certificate.
5. **Notice Period:** Your services can be ended by you through two months prior written notice on confirmation of employment. MitKat reserves the right to recover basic salary in lieu of notice period. Further, MitKat may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the management desires the employee to continue the employment during the notice period, the employee shall do so. The company shall terminate your project at any given point of time on the instructions given by the Client for any misconduct from your side/completion of the contract engagement with Client.
6. **Full and Final Settlement / Relieving:** In event of resignation the full and final settlement shall be settled within 45days from your last day and cannot be released prior to 45 days under any circumstances and the relieving letter will be provided only when the full and final payment is settled.
7. **General:** You will abide by the Company's rules and regulations that will be in force at the time of your appointment and as amended from time to time.
  - i. You shall not without the written consent of the company, indulge in or take up any additional employment or business activity directly or indirectly while you are in the service of this company. If you acquire any business interest after your appointment in the company, you are required to disclose the same to the company with all relevant details. Based on that disclosure the management will consider its effect on your employment with the company.
  - ii. You are expected to devote your efforts solely to your duties in the Company and to the furtherance of the company's interest. You shall not either during the continuance of your employment hereunder or thereafter, expect in the proper course of your duties as such divulge any of the affairs or secrets of the Company to any other Company, person or persons without the previous written consent of the Company, nor use or attempt to use any information which may injure or cause loss to or be calculated to injure or cause loss to the Company. No articles, notice or report concerning you or the company's affairs and activities and / or containing knowledge acquired by you during your service with the company, may be published or

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made available by you without the previous written consent of the management of the company.


- iii. You shall not disclose or discuss with any of your colleagues / employee your salary, which is an exclusive matter of contract between the employer and the employee.
- iv. You agree that during the term of your employment and for further period of 6 calendar months after separation from the Company, for whatever reasons, you shall not carry on or engage in directly or indirectly in any business which competes directly or indirectly with any or all the business pursued by the Company in any territory, whether in India or overseas, at the relevant point of time or proposed to be pursued by the Company in the immediate future, in respect of which proposal you were aware of or likely to be aware of considering the nature of your duties (" Restricted Business), other than through the Company.
- v. You agree that during the term of your employment and for a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established in whole or in part through your efforts; (i) solicit any Restricted Business from any customer; (ii) persuade any existing or prospective customer to cease doing Restricted Business with the Company; (iii) reduce

8. We are confident you will find this new opportunity both challenging and rewarding. Please sign and return to us a copy of this letter in confirmation, and as acceptance of the terms and conditions mentioned above.

Yours faithfully,  
For MitKat Advisory Services Pvt. Ltd.

I confirm & accept the above

  
**Pawan Desai**  
Chief Executive Officer

  
**Mohammed Apsar. S**  
Date:

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**MITKAT ADVISORY SERVICES PVT. LTD.**

CIN: U74900MH2010PTC207302 Regd Office: 511, Ascot Centre, Adjacent to Hilton,  
Near International Airport, Mumbai: 400 099 Tel.: 022 28391243

E-mail ID: [contact@mitkatadvisory.com](mailto:contact@mitkatadvisory.com), Website: [www.mitkatadvisory.com](http://www.mitkatadvisory.com)

**ANNEXURE A**

**Name:** Mohammed Apsar. S

<b>Apsar_ CTC Break Up</b>		
<b>Particulars</b>	<b>Monthly</b>	<b>Annual</b>
Basic	15,000	180,000
HRA	7,500	90,000
Special Allowances	7,500	90,000
<b>Wages payable (A)</b>	<b>30,000</b>	<b>360,000</b>
<b>Statutory Compliances</b>	<b>Monthly</b>	<b>Annual</b>
Provident Fund	1,800	21,600
<b>Cost of Compliances (B)</b>	<b>1,800</b>	<b>21,600</b>
<b>Employee CTC (A+B)</b>	<b>31,800</b>	<b>381,600</b>

Take home salary

<b>Elements</b>	<b>Total (INR)</b>
Basic	15,000
HRA	7,500
Special Allowance	7,500
<b>Wages payable (A)</b>	<b>30,000</b>
<b>Deductions</b>	
PF	1,800
PT	200
<b>Sub total</b>	<b>2,000</b>
<b>Take home salary</b>	<b>28,000</b>

P.S: - Medclaim Insurance for Individual & family will be paid by Company (Wipro).  
\* Gratuity dues shall be payable as per applicable law at the time of departure of the employee.

Note: -

1. Any tax liabilities arising out of the salary pay-out shall be deducted as per the Income Tax Act, 1961
2. Tax computation shall be subject to investment declaration submitted by you
3. All the above components and benefits are as per company's policies, which are subject to change from time without any prior intimation
4. Professional Tax is subject to location.
5. Provident Fund is subject to applicable deductions. And it is mandatory from CTC.

I confirm & accept the above



**Mohammed Apsar. S**

Date:

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Near International Airport, Mumbai: 400 099 Tel.: 022 28391243

E-mail ID: [contact@mitkatadvisory.com](mailto:contact@mitkatadvisory.com), Website: [www.mitkatadvisory.com](http://www.mitkatadvisory.com)

LIFE GOALS. DONE.

**B BAJAJ | Allianz**

Bajaj Allianz Life Insurance Co. Ltd.

**STRICTLY PRIVATE & CONFIDENTIAL**

Date: 06/14/2023

Mohan V  
3/305, MOGAPPAIR WEST,  
Chennai, 600037

**Subject: Offer Letter**

Dear Mohan ,

In reference to your application and subsequent discussions, we are pleased to offer you the position of Senior Sales Manager - Agency Sales, Agency in Band GB2 A at Bajaj Allianz Life Insurance Company Limited (BALIC).

1. You shall be based at **Chennai 2**.
2. You will report to **Neyaz Ahmad Mallick**.
3. The proposed compensation details are attached in "Annexure A"

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately upon your joining

We would expect you to join latest by 06/21/2023. In the event of your not being able to join on or before the latest date mentioned, please intimate, failing which this offer will be deemed void. The Company, may, at its sole discretion, extend the period in writing

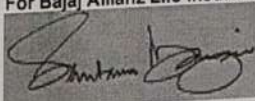
The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

You are required to submit acceptance email of the offer along with the below mentioned documents at least 48 hours prior to your date of joining.

- a) Copy of relieving letters of last to last company (In case you have spent less than 6 years in your current company).
- b) Copy of resignation acceptance / relieving letter of current company.

Thanks again for your interest in being employed with BALIC and we look forward to you joining our organization at the earliest.

For Bajaj Allianz Life Insurance Company Ltd.



Authorized Signatory

327146/218560/Mohan V/55506

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789  
Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com  
CIN: U66010PN2001PLC015959

Page 1 of 12

V. Mohan



LIFE GOALS. DONE.

BAJAJ | Allianz

Bajaj Allianz Life Insurance Co. Ltd.

## ANNEXURE A: CTC Break Up

## COMPENSATION BREAK UP SHEET

Date: 06/14/2023

Name:	Mohan V	
Department:	Agency Sales	
Designation:	STM	
Band:	GB2 A	
Location Code:	Chennai 2	Location: Chennai 2

S. No.	Components	Rs. Per Month	Rs. Per Annum
1	Fixed Basic	7,506.00	90,072.00
2	Minimum HRA	3,753.00	45,036.00
3	Statutory Bonus	1,502.00	18,024.00
4	Flexible Benefits	10,098.00	121,176.00
	<b>Sub Total (A)</b>	<b>22,859.00</b>	<b>274,308.00</b>
5	Company's Provident fund contribution	1,800.00	21,600.00
6	Gratuity as per the Act	361.00	4,332.00
7	E.S.I.C	0.00	0.00
	<b>Sub Total (B)</b>	<b>2,161.00</b>	<b>25,932.00</b>
	<b>Total Fixed</b>	<b>25,020.00</b>	<b>300,240.00</b>
	<b>Total Fixed CTC in Words</b>	<b>300,240.00(Three Lakhs Two Hundred and Forty Rupees)</b>	

327146/218560/Mohan V/55506

Bajaj Allianz Life Insurance Company Limited  
 Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789  
 Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com  
 CIN: U66010PN2001PLC015959

V. Mohan



LIFE GOALS. DONE.

**B BAJAJ | Allianz**

Bajaj Allianz Life Insurance Co. Ltd.

**Other Benefits:**

1. Group Term Life Insurance: You will be covered by a life insurance cover, for a sum assured as per company policy. This cover remains only as long as you remain in the service of the Company as per company policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.
2. Group Personal Accident: Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.
3. You will be covered under the company group Mediclaim policy. The company shall subsidize the annual premium as per policy. The balance amount, if any, shall be borne by you and recovered from your salary.
4. Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
5. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.
7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable\*to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company
8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company.

327146/218560/Mohan V/55506

Bajaj Allianz Life Insurance Company Limited  
Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789  
Toll Free no.: 1800 209 7272 | Email: [customercare@bajajallianz.co.in](mailto:customercare@bajajallianz.co.in) | Website: [www.bajajallianzlife.com](http://www.bajajallianzlife.com)  
CIN: U68010PN2001PLC015959

V. Mohan

LIFE GOALS. DONE.

**BAJAJ Allianz**  
Bajaj Allianz Life Insurance Co. Ltd.

**Background Verification Form**  
**Letter of Authorization**  
**Declaration and Authorization by the Candidate**  
To whom it may concern

I understand that Bajaj Allianz Life Insurance Company Limited may use an outside agency to verify and validate the information I have provided including my employment, my personal background, professional standing, work history and qualifications. I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, College records and professional and personal references. I authorize, without reservation, any individual, corporation or other private or public entity to furnish Bajaj Allianz Life Insurance Company Limited and the outside background agency all information about me.

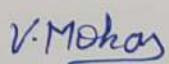
I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to Bajaj Allianz Life Insurance Company Limited and the outside agency information that they may request pursuant to this release.


This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested. I hereby confirm that, the below information is correct to the best of my knowledge and I understand that any misrepresentation or discrepancy noted in regards to me and/ or any other disclosures made by me, company shall have complete right and authority to take necessary disciplinary action against me as deemed necessary, including immediate termination of my services and employment, without any notice thereof.

Name in CAPITAL LETTERS: Mohan V

**IMPORTANT:** Copy of documents (as per "Documents Check-List") MUST be attached.  
Please enter your name as it appears in your Passport or PAN Card.  
Name change case : Kindly attach the name change Proof / Document

**Personal Details**

Full Name		Gender											
Mohan V		Male											
Date of Birth (mm/dd/yyyy) :	Permanent Account Number :	Marital Status :											
03/27/2002	CGTPV2758R	Single											
Former Name(s) / Maiden Name (if applicable)		Date of Name Change (mm/dd/yyyy)											
		<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>											
<u>First Name Middle Name Last Name</u>		(If Applicable)											
Father's Name:	Mother's Name:	Spouse's Name :(First & Last)											
Venkatesh	V.Saraswathi												
Current Address: 3/305, MOGAPPAIR WEST,													
Pin : 600037													
			 Signature of the employee:										

 <p><b>EMPLOYEES PROVIDENT FUND ORGANIZATION</b></p> <p>Employees provident funds scheme, 1952 (paragraph 34 &amp; 57) &amp; Employees pension scheme 1995 (paragraph 24)</p>	<p><b>New Form No.11- Declaration Form</b></p> <p>(To be retained by the employer for future reference)</p> <p><b>Emp Code:</b> _____</p> <p>Company: Bajaj Allianz Life Insurance</p>
--	--

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 end /of EPS1995 is applicable)

1	Name of the member	Mohan V
2	<b>Father's Name (✓) Spouse's Name ( )</b> (Please Tick Whichever Is Applicable)	Venkatesan S.
3	Date of Birth (MM/DD/YYYY)	03/27/2002
4	Gender: ( male / Female /Transgender )	Male
5	Marital Status (married /Unmarried /widow/divorce)	Single
6	(a) Email ID: (b) Mobile No:	venkatesanmohan407@gmail.com 8825462151
7*	<b>Whether earlier a member of Employees 'provident Fund Scheme 1952</b>	Yes                  No
8*	<b>Whether earlier a member of Employees 'Pension Scheme ,1995</b>	Yes                  No



<b>If response to any or both of (7) &amp; (8) above is yes. MANDATORY FILL UP THE (COLUMN 9)</b>										
9	a) Universal Account Number(UAN)								NA	
	b) Previous PF a/c No		AP	HYD	EST.CODE	EXTN	PF NO.			
	c) Date of exit from previous employment (MM/DD/YYYY)									
	d) Scheme Certificate No (if Issued )									
	e) Pension Payment Order (PPO)No (if Issued)									
10	a) International Worker:								Yes	No
	b) If Yes , State Country Of Origin (India /Name of Other Country)									
	c) Passport No									
	d) Validity Of Passport (MM/DD/YYYY) to(MM/DD/YYYY)									
11	<b>KYC Details: (attach Self attested copies of following KYCs) **</b>									
	a) <u>Bank Account No. &amp; IFS code</u>									
	b) AADHAR Number (12 Digit)								549935761498	
	c) Permanent Account Number (PAN), If available								CGTPV2758R	
<b>UNDERTAKING</b>										
<p>1. Certified that the Particulars are true to the best of my Knowledge</p> <p>2. I authorize EPFO to use my Aadhar for verification / e KYC purpose for service delivery</p> <p>3. Kindly transfer the funds and service details, if applicable if applicable, from the previous PF account as declared above to the present P.F Account(The Transfer Would be possible only if the identified KYC details approved by previous employer has been verified by present employer</p> <p>4. In case of changes In above details the same Will be intimate to employer at the earliest</p>										
<p>Date:06/14/2023 Place: Chennai</p> <p style="text-align: right;"><i>V. Mohan</i> <u>Signature of Member</u></p>										

**DECLARATION BY PRESENT EMPLOYER**

1. The member /Ms./Mrs **Mohan V** has joined on .....and has been allotted PF Number.....

2. In case person was earlier not a member of EPF Scheme ,1952 and EPS,1995

- (Post allotment of UAN ) The UAN Allotted for the member is NA
- Please tick the Appropriate Option:
- The KYC details of the above member in the UAN database
  - Have not been uploaded
  - Have been uploaded but not approved
  - Have been uploaded and approved with DSC

3. In case the person was earlier a member of EPF Scheme ,1952 and EPS, 1995:

- The above PF account number /UAN of the member as mentioned in (a) above has been tagged with his /her UAN/previous member ID as declared by member
- Please Tick the Appropriate Option
  - The KYC details of the above member in the UAN database have been approved with digital signature Certificate and transfer request has been generated on portal.
  - As the DSC of establishment are not registered With EPFO the member has been informed to file physical claim (Form13) for transfer of funds from his previous establishment.

Date: 06/14/2023

***Signature of Employer With seal of Establishment***

FORM 2 (REVISED)

Nomination and Declaration form for Unexempted/Exempted Establishments  
 Declaration and Nomination Form under the Employees' Provident Funds and Employees' Pension Scheme  
 (Paragraphs 33 & 61(1) of the Employees Provident Fund Scheme, 1952 and Paragraph 18 of the Employees' Pension Scheme, 1995)

1. Name (in Block Letters) : Mohan V  
 2. Father's/Husband's Name : Venkatesan S.  
 3. Date of Birth : 03/27/2002  
 4. Sex : Male  
 5. Marital Status : Single  
 6. Account  
 7. Address : 3/305, MOGAPPAIR WEST,  
 Chennai-37  
 Permanent : 3/305, MOGAPPAIR WEST,  
 Chennai-37

Temporary

8. Date of Joining :

PART- A (EPF)

I hereby nominate the person(s)/ cancel the nomination made by me previously and nominate the person(s) mentioned below to receive the amount standing to my credit in the Employees' Provident Fund, in the event of my death.

Name of nominee/no minees	<u>Address</u>	Nominee's relationship with the member	<u>Date of Birth</u>	Total amount of share of accumulation in Provident Fund to be paid to each nominee	If the nominee is a minor, name & relationship & address of the guardian who may receive the amount during the minority of nominee
1	2	3	4	5	6
Venkatesh	Chennai	Father	10/10/1978	100%	

- \*Certified that I have no Family as defined in para 2(g) of the Employees' Provident Fund Scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.
- \*Certified that my father/mother is /are dependent upon

\* Strike out whichever is not applicable.

*V. Mohan*  
 Signature or thumb impression of the subscriber



**PART B (EPS) (Para 18)**

I hereby furnish below particular of the members of my family who would be eligible to receive widow/ children pension in the event of my death.

S No.	Name and Address of the family member		Date of Birth	Relationship with member
	Name	Address	Birth	
1.				
2.				
3.				
4.				
5.				

\*\*Certified that I have no family as defined in para 2(vii) of Employees' Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly widow pension (admissible under para 162(a)(i) and (ii) in the event of my death without leaving any eligible family member for receiving pension.

Name and Address of the Nominee	Date of Birth	Relationship with member
Venkatesh	10/10/1978	Father

Date : .....

\*\*Strike out whichever is not applicable

*V. Mohan*  
Signature or thumb impression of the subscriber

**CERTIFICATE BY EMPLOYER**

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt./Kum. .... employed in my establishment after he/she has read the entries/entries been read over to him/her by me and got confirmed by him/her

Place .....

Date .....

Signature of the employer or other Authorized Officers of the Establishment  
Destination .....

**FORM 'F'**  
**[See sub-rule(1) of rule 6]**  
**Nomination**

To..... [Give here name or description of the establishment with full address ]

I, Shri/ Shrimati/ Kumari Mohan V whose particulars are given in th estatement below,

hereby nominate the person (s ) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of

my death before that a month has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in the proportion indicated against the name(s) of the nominee(s).

1. I hereby certify that the person(s) mentioned is a / are mem ber(s) of my family within the meaning of clause(h) of section (2) of Payment ent of Gratuity Act, 1972 .
2. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said
3. (a) My father/ mother/ parents is / are not dependant on me  
 (b) my husband's father/ mother/ parents iis/arenot dependent on my husband .
4. I have excluded my husband from m y family by a notice date th e ..... to th e controlling authority in terms of th e proviso to clause (h) of section 2 of the said
5. Nomination made herein in validates my previous nomination .

**Nominee (S)**

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion which the gratuity will be shared
Venkatesh	Father	10/10/1978	100
so on .			



**Statement**

1. Name of employee in full : Mohan V
2. Sex : Male
3. Religion : Hindu
4. Whether unmarried/ married/ widow/ : Single
5. Department / Branch / Section where employed
6. Post held with Ticket or Serial , if any.
7. Date of appointment :
8. Permanent address : 3/305, MOGAPPAIR WEST, Chennai-37

Village ..... Thana ..... Sub-division ..... Post Office .....

Place

Date

*V. Mohan*

Signature/ Thumb impression of the employee

**Declaration by witnesses**

Nomination signed/ thumb impressed before me.

Name in full and full Signature of witnesses

1. 1.
2. 2.

Place

Date

**Certificate by the employer**

Certified that the particulars of the above nomination have been verified and recorded in this establishment .

Employer 's Reference No., if any

Signature of the employer/Officer authorized

Designation .....

Name and address of the Establishment or rubber stamp thereof.

Date

**Acknowledgement by the employee**

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date

*V. Mohan*

Signature of the employee

**GROUP LIFE INSURANCE BENEFICIARY FORM**

Beneficiary's Full Name: Venkatesh

Relationship to You: Father

Beneficiary's Date of Birth :(mm/dd/yyyy): 10/10/1978

Signature of the employee:

*V. Mohan*

E-Code -

327146/218560/Mohan V/55506

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 |  
Fax: +91-20-66026789

Toll Free no.: 1800 209 7272 | Email: [customercare@bajajallianz.co.in](mailto:customercare@bajajallianz.co.in) | Website: [www.bajajallianzlife.com](http://www.bajajallianzlife.com)  
CIN: U66010PN2001PLC015959

www.bhumi.ngo  
contact@bhumi.ngo  
3/2, Karpaga Vinayagar Kovil Street, Alandur, Chennai – 600016  
044-43009443, 87544-1325

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**Confidential**

**November 29, 2023**

**Ms. Monisha S**

Plot no.9, Flat no.2, Vasanth Apts, C - Block, 3rd palla street,  
Vyasarpadi, Chennai - 600039

Dear Monisha,

Congratulations! We welcome you to Bhumi family.

With reference to our discussion, we are pleased to offer you the position with Bhumi as **Programme Associate – Ignite Communities**. You are requested to join on **Monday – 04<sup>th</sup> December 2023** on the following terms and conditions.

**Salary and Benefits**

Your annual salary breakup has been detailed in enclosed annexure.

**Place of Work**

Your employment location will be **Chennai**; however, your scope of work could be across India.

**Probation and Notice Period**

You will be on probation for a period of six months from the date of your joining the organisation, on satisfactory completion of which your case will be considered for confirmation. During the probation period your services can be terminated within fifteen days' notice on either side. If your services are found satisfactory during the probation period, you will be confirmed in the present position. Upon confirmation, you will be required to give **Thirty (30) days'** notice or salary thereof in case you decide to leave our services subject to organisation's discretion; in the event of you having any incomplete assignment, the organisation will have the discretion to relieve you only at the end of the notice period. Similarly, the organisation can terminate your services by giving thirty (30) days' notice or salary thereof.

**Confidentiality**

You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the work and should not divulge any information of the organisation by any mode of communication to any other person or organisation etc., during your employment with us or thereafter. This information includes but is not limited to beneficiary and donor information, technical processes, finances, dealings with information related to volunteers, employees, beneficiaries, patrons, and partners.

# Deloitte.

## Nagaraj K



**Blood Group: O+ve**

**G4S Secure Solutions  
India Pvt. Ltd**

**On Contract**

**Valid Up To: 30-Jun-24**



# Hewlett Packard Enterprise

## Global e-Business Operations Private Limited

1st floor, Hewlett Packard Enterprise  
SY No. 192, Whitefield Road, Mahadevapura Post  
Bengaluru– 560 048  
Karnataka  
India  
[www.hpe.com](http://www.hpe.com)

04/04/2023

Dear Naman kumar S/o Mithlesh Kumar,

We are pleased to extend to you an offer of employment with Hewlett Packard Enterprise ("HPE" or the "Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks being conducted either by HPE or an appropriate third party and the academics results (you must have successfully completed your Bachelor's degree in year 2023). The results of such background checks being favorable in HPE's reasonable opinion, and If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HPE. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

We hope you choose to join Hewlett Packard Enterprise and look forward to hearing from you soon. Let's build the future together.

Thanking you

**Global e-Business Operations Private Limited; 1st Floor, Hewlett Packard Enterprise, SY No. 192, Whitefield Road, Mahadevapura Post, Bengaluru – 560 048  
Karnataka, India**

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Hewlett Packard Enterprise

04/04/2023

Naman kumar  
94/213, swamy naicken street chintadripet  
Chennai India 600002

Dear Naman kumar,

Welcome to Hewlett Packard Enterprise! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you at Global e-Business Operations Pvt. Ltd. of Hewlett Packard Enterprise ("HPE" or the "Company"). Your date of appointment is effective from your date of joining, which shall be on 28/08/2023.

Your appointment at Global e-Business Operations Pvt. Ltd. is on the following terms and conditions:

### 1 Remuneration (Mainstream employees only)

Your annual total gross remuneration will be made up of the following components

#### 1.1 Basic Salary

You will be eligible for a Basic Salary. The amount towards the basic salary is mentioned in Annexure (I) against "(A) Basic Salary".

#### Variable Pay Bonus (VPB)

In addition to your salary, you will be eligible to participate in one of the Company's variable pay plans (all of which are subject to modification from time to time), as determined by the Company's management. Variable pay bonuses are discretionary and based on business and individual results, therefore the fact that you may have received such a payment at any one time does not mean that you have any right to receive further payments in the future. Employees may participate in only one variable pay plan at a time.

#### 1.2. Allowances and Benefits Plan (ABP):

You will be eligible to receive benefits under the Allowances and Benefits Plan of the Company and the maximum cost to Company in providing such benefits shall not exceed the amount as mentioned in Annexure (I) against "(B) Allowances and Benefits Plan". A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

### 1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund, as well as deduct an equivalent of 12% of your basic salary, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

### 1.4. Gratuity:

You will be eligible for Gratuity as defined under the payment of gratuity act and code on Social Security on implementation, which will be paid over and above the Base Salary.

### 1.5 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance as defined under Code on Social Security or applicable law, you will be eligible for coverage as per the said Act. Your share of contribution along with the Company's share of contribution will be remitted, as per the said Act.

### 1.6. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the Company policy.

### 1.7 Relocation Expenses

In the event of you having to relocate to your place of posting, the Company may agree to reimburse your relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount, if paid, is fully recoverable in the event you leave the Company within 12 months from your date of joining the Company. Reimbursement of relocation expenses are at the sole discretion of the Company.

## 2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: Sales Operations

Job Family: SOP-Sales Processing

Job Code & Job Title (Internal): 00035B - Sales Processing Associate II

Job Level: Primary

Salary Grade: M06

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

## 2.2. Work Place

You are initially appointed to work in our office in Chennai . You may be transferred or required to travel for business/training at the sole discretion of the Company. You will normally be required to work from 8 30 AM – 5 30 PM, Monday through Friday. However, your actual working hours may vary according to the business activities of the Company. You agree to accept such hours of work without additional compensation, in accordance with applicable laws.

Your role is categorized as an Edge Worker pursuant to HPE’s Global Edge-to Office program. By accepting this offer, you acknowledge your opportunity to request a copy of HPE’s Global Edge Work Policy from your recruiter and confirm you have exercised that opportunity to the extent appropriate before accepting the offer. This policy and related resources will also be available to you in your required onboarding activities. Your role’s categorization as an Edge Worker (rather than Office Worker) is subject to change by HPE at its sole discretion without prior notice (subject to any notice required under applicable law).

## 2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

## 2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another or one department/entity to another. Your services can also be transferred to any of the Company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

## 2.5 Retirement

You will retire from the services of the Company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

## 2.6 Notice for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the Company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the Company, the Company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Hewlett Packard Enterprise

writing (hereinafter referred to as 'Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. Your position with the Company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% ABP only.

The Company reserves the right not to require you to attend work or carry out your employment duties for all or part of the notice period.

In case of your material breach of the Offer letter and these Terms (together, Agreement), or any of the Company's policies, or in case of misconduct, the Company has the right to terminate your services without notice. Upon termination of your employment for whatever reason, you will immediately return to the Company all Company assets including books, documents, papers, materials, credit cards and other properties belonging to the Company which may be in your possession or under your power or control.

You will not at any time after termination of this Agreement, for whatever reason, represent yourself as being in any way connected with the affairs of the Company

## 2.7 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

## 2.8 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the Company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

## 2.9 General Conditions

1) Your working hours, additional working hours (if any), weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers. You hereby provide your consent for the same.

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

- 2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.
- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by Hewlett Packard Enterprise Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bengaluru shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.
- 7) You will be eligible for promotion /salary increases based on company & your performance goals as defined by the Company from time to time.
- 8) You will be eligible for Annual Health Check-up once in a year which will be communicated as per company policy.
- 9) A brief description of the roles and responsibilities has been shared with you separately as part of the hiring process. This applies to the current role only and is subject to change as per company policy.
- 10) Minimum wages provisions would apply as applicable.

Enclosed:

- a) Annexure (I) - Annualized Compensation & Benefit Statement
- b) Annexure (II) - Allowances and Benefit Plan
- c) ARCIPD

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

## Annualized Compensation & Benefits Statement – Annexure I

*All figures are INR per annum*

- (A) Basic Salary Rs 132,000.00
- (B) Allowances and Benefits Plan Rs 175,810.80
  - IND - Provident Fund Rs 15,840.00
  - IND - Gratuity @ 4.81% of Basic Rs 6,349.20
  - IND - Differential Gratuity Plan Rs 0.00

*Company contribution to Gratuity @ 4.81% of basic salary under Payment of Gratuity Act or wages as defined under Code of Social Security on implementation.*

**Total Cost to Company** 330,000.00

## Annexure II

### Allowances and Benefits Plan (ABP)

Flexible Allowances and Benefits Plan:

1.a. Additional House Rent Allowance:

Up to 50% of Annual Basic can be allocated towards additional HRA

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord (OR)

1.b. Actual Rent paid towards Company Leased premises Supporting Documents: Lease Agreement

2. Children education allowance for maximum of 2 dependent children (Per child per month Rs.100) :  
Maximum Limit (per annum) - Rs.2,400

Supporting Documents: Declaration\*

3. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel):  
(Per child per month Rs.300)

Maximum Limit (per annum) - Rs.7,200 Supporting Documents- Declaration\*

4. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday):

Maximum Limit (per annum): Rs. 26,400 Supporting Documents: As per program guidelines

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

5. Advance Bonus/Exgratia - For those earning basic salary up to Rs.21, 000/-pm Advance Bonus is paid towards payment of bonus under the Payment of Bonus Act, 1965 and Code on Wages as and when it is implemented. Those having basic salary above Rs.21, 000/-pm this amount will be treated as exgratia.

6. Personal Pay through Payroll - Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

7. Broadband and Telephone Reimbursement – Up to INR 24,000 per annum can be allocated.

Supporting Documents: As per program guidelines

8. Please refer to the detailed policy documents available in the India benefits portal.

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities.

## Guidelines governing Allowances and Benefits Plan (ABP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme as defined under the Allowances and benefits plan and subject to available balance amounts under personal pay. The selection of benefits must be done in the Ceridian tool (Payroll vendor system).

2. The year for the purpose of this plan will be 1st April to 31st March.

3. While selection of the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:

- a) 25% of the annual kitty in Q1
- b) 25% of the annual kitty in Q2 & balance of Q1, if any
- c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
- d) 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 - April, May, June
- b) Q2 - July, August, September
- c) Q3 - October, November, December
- d) Q4 - January, February, March

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

Any unutilized amount in the kitty as on 31st March will be paid along with the March salary and tax recovered appropriately.

4. In the event of separation of an employee from the services of the Company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

5. The Company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

6. Components / benefits offered as part of ABP are subject to change based on amendments to applicable tax laws / rules and Company policies.

### **Mandatory Documents List**

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

### **Please note**

- 1. Originals are required only for verification and will be returned back immediately
- 2. Please carry a printout of this letter when submitting the joining documents.
- 3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1. Relieving letter from previous employer:

Original required for verification - Yes

No of copies - Two

2. Letters supporting Employment viz., Offer letter, Service Certificate:

Original required for verification - Yes

No of copies - Two

3. Salary details of previous Employment:

Original required for verification - Yes

No of copies - Two

FOR Company

Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

4. Education Certificates or Mark sheets with Provisional Certificates – 10th to Highest Degree:

Original required for verification - Yes

No of copies - Two

5. Copy of PAN card/Application ID for PAN card applied:

Original required for verification - No

No of copies - One

6. Age Proof – Copy of Aadhaar Card or Passport or Pan card or Driving license:

Original required for verification - No

No of copies - One

7. Photo identity proof – Copy of PAN Card or Passport or Driving license:

Original required for verification - No

No of copies - One

8. Address Proof to open bank account for salary credit – Copy of Rental Agreement or Driving license or Voter's ID

If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name:

Original required for verification - Yes

No of copies - One

9. Four passport size color photographs.

Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy.

No other types of photographs would be accepted:

Original required for verification - Yes

No of copies - Four

10. NSR Registration Number:

Original required for verification - N/A

No of copies - N/A

FOR Company

Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

11. Note down your parents' dates of birth for nomination in PF, Gratuity:

Original required for verification - N/A

No of copies - N/A

## HPE Employee Letter of Assurance Agreement

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for Hewlett Packard Enterprise (HPE) I may, directly or indirectly, receive or access software and/or technical data which HPE has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

- Armenia
- Azerbaijan
- Belarus
- Burma (Myanmar)
- Cambodia
- Cuba
- Georgia
- Hong Kong
- Iran
- Iraq
- Kazakhstan
- Kyrgyzstan
- Laos
- Libya
- Macao (Macau)
- Moldova
- Mongolia
- North Korea (DPRK)

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

People's Republic of China (PRC)

Russia

Sudan (Khartoum)

Syria

Tajikistan

Turkmenistan

Ukraine

Ukraine (Crimea Region)

Uzbekistan

Venezuela

Vietnam

Yemen

## Agreement Regarding Confidential Information and Proprietary Developments

### India

Naman kumar

1. **Consideration and Relationship to Employment.** As a condition of my employment with Hewlett Packard Enterprise or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. **Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company.

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Hewlett Packard Enterprise

I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. **Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. **Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

5. **Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. **Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. **Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company.

I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

- (a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any customer of Company in pursuit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;
- (b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and
- (c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company.

As used here, "**Competing Line of Business**" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business).

“**Company Employee**” means an individual employed by or retained as a consultant to Company or its related corporations. “**Company Supplier**” means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. **Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company’s Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements.

For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. **Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys’ fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. **Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company’s goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hewlett Packard Enterprise

Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. **Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. **Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Brakes India Private Limited**

**Padl, Chennai - 600 050.**

**Tel : (044) 3927 6000 / 2652 6000**

**Regn. No. : TVR 850**

**Form No. 25 C**

**(Prescribed Under Rule 103-C)**



**Name : Naveen Chandran S**

**Emp. No. : 69821**

**Blood Grp. : O +ve**

**Signature of Holder**

**Issuing Authority**





## MICRO LABS LIMITED

REGD. & CORPORATE OFFICE: # 31, RACE COURSE ROAD, BENGALURU 560 001, KARNATAKA, INDIA

Tel. : +91- 80-2237 0451- 57 Fax : +91-80-2237 0463 CIN: U24232KA1973PLC002401 Website: www.microlabsltd.com Email : info@microlabs.in

ML-01/OL/2023/596

July 21<sup>st</sup>, 2023

**Ms. Nithyasri M S**  
2/42C.1, Anandhanagar  
Near Gallal police station  
Krishnagiri district  
Tamilnadu - 635001.

### Sub: Offer of Employment

Dear Ms. Nithyasri,

This has reference to your application for employment in our company and the subsequent interview you had with us. We are pleased to offer you an employment with our organization in the Quality Control department based at Hosur plant. The remuneration package as mutually agreed upon shall be communicated to you on your joining with us.

Please note that this is merely an Offer Letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the company which shall be binding on you.

You are requested to join us latest by **August 21<sup>st</sup>, 2023** failing which this Offer of employment stands withdrawn. Kindly also confirm your exact Date of Joining at least 7 days prior to your joining the Organization.

You are required to submit the following documents at the time of joining:

- Joining Report
- Passport size photographs - 3 Nos
- Photocopy of your testimonials – From SSLC onwards
- Proof of Date of Birth
- Pre-employment Medical Fitness Certificate from a Registered Medical Practising Doctor
- Copy of Resignation and relieving letter from immediate previous employer
- Last Salary Slip / Salary Certificate, as applicable
- Provisional Income & Tax deducted at source Certificate from the previous employer (If applicable) along with a copy of PAN card
- PF UAN from previous employer
- Copy of Aadhar Card

Kindly confirm your acceptance on the duplicate copy of this Offer Letter.

Yours cordially,  
for **MICRO LABS LIMITED**,

  
21/7

**Ramakrishnan V.R**  
Associate Vice President - Human Resources



**Bajaj Capital Limited**  
[CIN: U67120DL1965PLC004138]  
**Registered Office:** Mezzanine Floor, Bajaj House, 97,  
Nehru Place, New Delhi - 110019, India  
**Correspondence Address:** Novus Tower,  
1st floor (East wing), Plot No. 18, Sector-18,  
Gurgaon, Haryana 122015  
email: info@bajajcapital.com  
email: dp@bajajcapital.com\*  
www.bajajcapital.com

PRIVATE & CONFIDENTIAL

Conditional Pre-Placement Offer Letter

Date: 23<sup>rd</sup> August, 2023

Poornima

D/O: Nandakumar ,  
32/9A,  
JAWAHAR STREET,  
RAMANA NAGAR,  
Perambur,  
Chennai,  
Tamil Nadu,  
600011

Dear Poornima,

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning in association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies)

We are pleased to extend you an offer for the post of "Officer Wealth" upon joining BAJAJ CAPITAL subject to your successful completion of the above-mentioned program.

Selection

You will be evaluated on various parameters during the program, and you are required to clear all the evaluations to get the final diploma & certifications to become eligible.

Your further absorption in the Organization will be subject to the successful completion of the Diploma program (including NISM certification) and authenticity and correctness of the information, preliminary documents (if any) provided by you about your education, experience, etc.

NISM Registration No: Merchant Banker [INM000010544], DP [DP-WS-DB-MS1]-267-2006, BSE - Equity [IN2000007732]  
PFRDA Registration No: 12092018

Over 150 offices nationwide | Serving 10,000 investors | Since 1965  
7-Times recipient of CNBC TV 18 Best Financial Services award (Retail) including 2017-18  
Great Place To Work 2012 | The Economic Times Best BFSI Brands 2016

\*For any DP related grievance

www.bajajcapital.com



**Bajaj Capital Limited**

[CIN: U67120DL1965PLC004338]

**Registered Office:** Mezzanine Floor, Bajaj House, 97, Nehru Place, New Delhi -110019, India

**Correspondence Address:** Novus Tower, 1st Floor (East wing), Plot No. 18, Sector-18, Gurugram, Haryana 122015

email: info@bajajcapital.com

email: dp@bajajcapital.com\*

www.bajajcapital.com

Compensation & Reimbursements

- You will be placed on OJT/Internship program with us from the 3<sup>rd</sup> month where you will be paid a stipend of Rs. 10000/- per month along with an opportunity to earn additional bonus up to Rs.5000 subject to your performance and rating done by your mentor.
- You will be absorbed into Wealth Management/Distribution channels from the 7<sup>th</sup> month onwards with a consolidated annual CTC of Rs.5.05 lacs (Rs 4.20 lacs + 0.85 lacs - Retention Bonus to all successful candidates at the completion of 12<sup>th</sup> month) plus incentives and opportunity to participate in the contests.
- Mobile & Petrol Reimbursements will be paid over and above the CTC as per the policy of the Organization.

Obligations

- During the Diploma and thereafter you will not pass on to anyone in writing or by word of mouth or otherwise, particulars or details of work, process, technical know-how, research carried out, security arrangement, administrative and/or organizational matters of confidential or secret nature which you may come across during your training period or become known to you by virtue of your undergoing training in the Organization or otherwise.
- You are liable to discharge any duties during your training tenure and thereafter, if absorbed, that are assigned to you from time to time by the Organization and/or its officials
- During the tenure of your employment at Bajaj Capital, you may at the sole discretion of Management be transferred to any other location and/or transferred to any other group company of Bajaj Capital. The changes if done would be without prejudice to the terms of employment

Acceptance

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of intent duly signed within 2 days from the date of this letter.

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

Over 150 offices nationwide | Serving 10,000 investors | Since 1965  
7-Times recipient of CNBC TV 18 Best Financial Services Award (Retail) including 2017-18  
Great Place To Work 2012 | The Economic Times Best BFSI Brands 2016

\*For any DP related grievance

www.bajajcapital.com





**Bajaj Capital Limited**  
[CIN: U67120DL1965PLC004338]  
Registered Office: Mezzanine Floor, Bajaj House, 97,  
Nehru Place, New Delhi -110019, India  
Correspondence Address: Novus Tower,  
1st Floor (East wing), Plot No. 18, Sector-18,  
Gurugram, Haryana 122015  
email: info@bajajcapital.com  
email: dp@bajajcapital.com\*  
www.bajajcapital.com

By accepting this offer, you agree, acknowledge, and authorize the Company to carry out necessary verifications, background checks on you from (but not limited to) your institution, college, previous employer/s, etc. In case of any negative feedback during the verification process, the Company reserves its right to withdraw/terminate this offer (including your appointment) without any legal liability on the Company

We at Bajaj Capital are excited to have you as part of our team and are confident that it will be a mutually rewarding and fulfilling journey for you. We look forward to a long and fruitful association with you in the transformational growth journey at Bajaj Capital.

Yours faithfully,

For Bajaj Capital Limited.

Sunaina Mattoo Khanna  
Chief People Officer & Head Transformation

Accepted & Agreed

Signature: \_\_\_\_\_

Name: POORNIMA . N.

Date: 24-08-2023

SEBI Registration Nos: Merchant Banker (INM000010544), DP (DP.IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: 12092018

Over 150 offices nationwide | Serving 10,000 investors | Since 1965  
7-Times recipient of CNBC TV 18 Best Financial Services Award (Retail) including 2017-18  
Great Place To Work 2012 | The Economic Times Best BFSI Brands 2016

\*For any DP related grievance.

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



15<sup>th</sup> September 2023

Ms. V. Poornima,  
12 13 RD Cross Street,  
Navaladi illam, Mela  
Tiruchirappalli - 620002

Dear Ms. V. Poornima,

Sub: Letter of Appointment

- 1.0 Further to our personal meeting(s), we are now pleased to confirm our offer for the position of **Executive Trainee – Manufacturing** in our plant at **Trichy**. The terms and conditions of employment are in the Annexures (I, II, III & IV). The position currently reports to the **Head – Manufacturing**.
- 2.0 This Letter of Appointment is subject to your returning / sending to us the following:
  - Duplicate copy of this Letter of Appointment and Annexures duly signed confirming your acceptance and indicating the date of your joining within 10 days from the date of receipt.
  - Copies of certificates relating to your educational / professional qualifications. At least one of them should indicate your date of birth.
  - The attached Application Form duly filled in.
  - A recent Salary Certificate / Slip issued by your employer.
- 3.0 In addition to the above, on the day you join us, please submit a copy of your relieving order from the current employer. Kindly also bring the original certificates relating to your educational / professional qualifications for verification.

Contd..2..

- 4.0 *We enclose copy of the Rane Group's Mission & Value Statement. This document articulates the overriding mission of our organisation, provides broad direction, reflects corporate values and enables the formulation of business and personnel management strategies. We see it as the role of every manager to continuously share the Mission & Value with his team members and ensure that their actions are consistent with the spirit of the stated intents.*
- 5.0 *Please also find enclosed a copy of our Ethical Standards of Behaviour and Rane Group's Code of Conduct for Prevention of Insider Trading.*
- 6.0 *This offer is subject to your being found medically fit by our Company nominated/authorized doctor.*
- 7.0 *We welcome you to our organisation and look forward to a long and mutually rewarding association.*

*With best wishes,*

*Yours sincerely*  
**For ZF Rane Occupant Safety Systems Private Limited**



**B Ayyappan**  
**President**

*Encl: As above*




**CONFIRMATION MAIL - S2M HEALTH (MEDICAL CODING) TRAINEE**

2 messages

<divya.m@s2mhealth.com>  
 To: poovendhan2712@gmail.com  
 Cc: hr@s2mhealth.com, Sophia@s2mhealth.com

Fri, Aug 25, 2023 at 1:08 PM

Dear Poovendhan ,

Greetings from S2M Health!!!

On behalf of **S2M Health Pvt Ltd**, I am pleased to confirm you a position of **Medical Coder** on the following Terms & Conditions:

- 0 1. You will be entitled to a CTC of **Rs. 15000 PM (Rs.180000 PA) & Your Net pay would be Rs. 11400 PM (Rs 136000 PA)**
- 0 2. Your appointment will have a **180 days' introductory period**. The position will be confirmed, after the mentioned period, subject to your performance.
- 0 3. Your date of joining will be **28<sup>th</sup> Aug, 2023**.
- 0 4. This confirmation is subject to completing other joining formalities.
- 0 5. At the time of joining, you are requested to bring the following documents in original, along with one copy of each.
- 0 6. During the probation period, you may be terminated if the company is not satisfied with your performance or due to any other reasons without any notice. You may also be liable to compensate the company for all the trainings imparted to you during the probation period or thereafter as determined by the company.
- 1 7. To move to the production level and receive the stipend of **Rs 5000** you must successfully complete the training program of 1 month and pass the assessments. Failing to meet these requirements may result in termination of **your employment** with the company.
8. Service agreement for the employment is **18 months**.

S. No.	Documents Required
1	Copies & Originals of all educational certificate and Birth Certificate ( <b>Hard copies and soft copies in mail</b> )
2	Six copies of recent passport size photographs.
3	Self-ID Proof – 2 copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ College ID)

S. No.	Documents Required
4	Residence Proof – 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
5	Copy of PAN Card ( <b>Mandatory</b> )
6	Copy of AADHAR Card ( <b>Latest E-Aadhar Mandatory</b> )
7	Bank Passbook ( <b>Hard copy for salary process</b> )
8	Carry updated resume - Documentation
9	Take printout of this mail

The details are as follows:

**Job Location: S2M Health Pvt Ltd : #141, Prakash Towers, 1st Floor,**

OMR Service Road, Near IGP Bus stop,  
 Chennai – 600041. Near Maruti Service Center.

OFFICE ADDRESS: S2M Health Pvt Ltd, #141, Prakash Towers, 1st Floor,



15 | 11 | 2022

Name: Pradap S

Contact Number: 9825734824

Mail id: pradap105urush@gmail.com

Sub: Provisional Offer Letter

Dear Pradap,

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 2,50,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, \_\_\_\_\_ accept the above offer.

\_\_\_\_\_  
(Signature)

07 June, 2023

**Mr. Pradeep G**  
111/120 Chellappa Street Otteri  
Perambur Barracks  
Chennai  
Chennai  
Tamil Nadu - 600012

**Dear Mr. Pradeep G,**

*Sub: Your appointment as "Key Resource - Customer Relations".*

*Pursuant to your application and subsequent interview, we are pleased to appoint you in HDFC Sales Private Limited as "Key Resource - Customer Relations" in Grade "G1" with effect from 07 June, 2023 (Refer Annexure II for terms and conditions).*

*In lieu of the services rendered by you in terms of this Agreement, your salary will be as discussed i.e. Rs. 196,272.00 per annum. (Refer Annexure I for Salary Break - up).*

*As a token of your acceptance of this offer you are requested to return the duly accepted and signed copies of the Appointment Letter along with Annexures.*

*Yours truly,*

**For HDFC Sales**

*Shilpi Singh*

**Authorized Signatory**





**RELAY  
LOGISTICS**



**R. Prasanth**  
**Executive - Operations**  
**Emp.Code : RL006**

[www.relay-logistics.com](http://www.relay-logistics.com)

06 Sep 2021

**Mr. Siva Prasath Rethina Sabapathy**  
**Anna Nagar**

**Dear Siva Prasath Rethina Sabapathy,**

We are delighted to submit to you this offer for appointment as **Trainee** in our team at Lister Ventures Pvt. Ltd. This offer is valid as per our understanding that you will join Lister Ventures Pvt. Ltd. on or before **13 sep 2021**. Under the terms of this offer:

- **Total Compensation:** Your annual salary will be **INR 1,75,000/- (Rupees One Lakh Seventy Five Thousand Only)**. Your Compensation will be inclusive of annual benefits such as the company's contribution to Provident Fund. As a regular full time employee you are eligible to participate in the benefit package offered by the company's prevailing employee policy and practices. All forms of compensation referred to in this letter are subject to reduction to reflect applicable withholding and payroll taxes.
- **Focal Review:** Salary reviews and increases are given during Lister's regular Performance Appraisal schedule in April / October. The revision will be effective on the first day the quarter in which you joined the company.
- You will be on probation for a period of 6 months. At the end of the probation period, based on your performance evaluation, your services will be confirmed. During the period of probation, yourself or the Company have the right to terminate the services with a notice of 15 days in writing. Following probation, if either party wish to terminate this agreement either may do so by giving the other party **30 days'** notice or Basic salary in lieu of notice. Your employment with the Company will be "at will," meaning that either you or the Company will be entitled to terminate your employment at any time and for any reason, with or without cause subject to requirements of applicable law. The Company reserves the right to terminate your service at any time without notice should you be guilty of misdemeanor, misconduct, negligence or any breach of the terms and conditions of this agreement. You are not entitled for any leave during Notice Period. In the event of leave during Notice Period, he/she is expected to extend the notice period to compensate the no. of leaves taken with prior approval from your Manager and HR. If you fail to a) properly intimate resignation, b) serve notice period or c) return company assets, then the company may initiate appropriate legal action against you.
- **Tax:** It is your continuous responsibility to meet all requirements under Indian tax laws including tax compliance and filing of personal tax returns in respect of all payments paid to you under this letter. Taxes on any payment made under this letter will be borne by you. The Company shall deduct tax at source and any payments under this letter that require such deduction to be made by the employer in accordance with the Indian tax laws.
- **Leave:** The associate are not eligible for any paid leave in the first three months. Subsequently every associate will be eligible for 20 days of annual leave (Paid Leave). Please refer the Leave Policy for more details after your joining.



- Lister Ventures Pvt. Ltd has extended this offer to you based upon your general knowledge, background, of other Employer(s) experience and skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. As a condition of employment at Lister, you agree not to disclose or use confidential or proprietary information or any trade secrets of any current or prior employer. In this regard, you should be extremely careful not to bring to Lister any documents or other materials in tangible form belonging to or acquired from any current or prior employer. You will need to sign the Company's Non-disclosure Agreement as a condition of your employment at a later date. Also, you represent that you are not subject to any restrictions that prevent you from working for Lister.
- During the period of your employment, you will be governed by the prevailing employee handbook of your site, Lister's operating policies and procedures, notices and new regulations as there may be, which are issued and or amended with cause, from time to time.
- Outside Activities. While you render services to the Company, you will not engage in any other gainful employment, business, and activity without the written consent of the Company or act in any manner detrimental to the interest of the company.
- This offer is subject to background verification through a verification agency. Any false information provided is subject to termination of employment without any compensation. Please bring copies of your degree certificates and your service certificate at the time of your joining.

This offer letter captures all details (without any omissions) pertaining to compensation and designation that were discussed by the HR representative during the offer negotiation.

Yours Sincerely,



**Kiran Kumar P V**  
Senior Manager – HR & Admin

**Received & Accepted**

**SivaPrasath Rethina Sabapathy**  
Trainee

**SALARY BREAK-UP**

**Name** : Siva Prasath Rethina Sabapathy  
**Designation** : Trainee  
**Date of Joining** : 13 sep 2021

S. No	COMPONENTS	MONTHLY	ANNUAL
1	Basic	6,370	76,441
2	House Rent Allowance (HRA)	3,185	38,221
3	Special Allowance	2,850	34,200
4	Company's contribution to PF	1,188	14,261
5	Company's contribution to Gratuity	306	3,677
6	Company's contribution to Medical Insurance	683	8,200
	<b>Total Compensation</b> (in Rupees)	14,582	175,000

**Confidentiality:** Your compensation details are strictly confidential. You are entitled to discuss your compensation related queries only with the undersigned or with your HR point of contact in Lister. Any discussion or disclosure of your compensation related information with external parties will be considered as breach of the employment agreement with Lister. This may lead to withdrawal of this offer.

If you have any questions concerning this offer of employment, please feel free to contact the undersigned.

For Lister Ventures Pvt. Ltd.,



Kiran Kumar P V  
Senior Manager – HR & Admin

Acknowledged, Agreed and Accepted by:

Siva Prasath Rethina Sabapathy  
Trainee



**RAGHAVI R**

Employee No. : **13805**

Blood Group : **A+ve**




# Embark! - Welcome to Citi..! Joining Date\_ 17-July-2023

Inbox



**Ramkumar, V** Jul 11  
to me, Janana, M

Dear Raghul Srinivasan,

We are excited to have you on board and eagerly await your joining with us. As we prepare to welcome you to the Citi family, below are some important details that we would like to share with you to make the transition easier.

You should expect to hear from our onboarding team with further details on the onboarding process and salary account opening formalities on the joining date.

Please note: Workday will not be accessible through personal device from the joining date. Once you have successfully completed your access to Citi remote desktop or Citi laptop, only then you would be able to login to workday.

GEID (Employee ID)	SOE ID (System login ID)
1011470428	RS70428

Following this communication, you will receive a list of Citi approved Mobile devices which can support remote login. Your Hiring Manager will guide you to set it up. In case you don't have the Citi approved mobile device, your Hiring Manager will be able to assist you further on this.

We look forward to onboard you at Citi on 17-July-2023. We wish you a successful and rewarding career with us.

HR Orientation session will be conducted for two days. Day 1 and Day 2 sessions will happen in person at CSIPL Office, 4th Floor, Littlewood Tower, Ramanujan Intellion IT City, Taramani, OMR, Chennai

You will be receiving prior notification from L & D Team for orientation Sessions. Kindly follow the same.

In the interim, if you have any questions, please reach out to the following:

Hiring Manager

- Arun K M (AM03064)

Citi Talent Acquisition Team

- Primary Recruiter- Arputha Janana (AJ09358)
- Recruitment Admin SPOC – Ramkumar V (RV47789)

While we await your joining, we are sure you would be keen to know more about Citi, its presence in India and the leadership. Below are some resources that we have compiled for you and will help you get a broad overview of the organization. Happy Reading!



99+



**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date: 04/27/2023**

**Rakshita Rajesh**

**C11925250**

**No:1/472, Bazaar street, Kadambathur -631203, Thiruvalluvar Dist., Chennai**

**7305739739**

Dear **Rakshita Rajesh**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

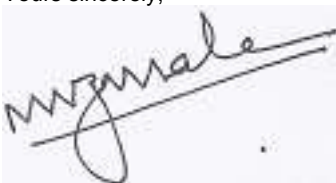
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

---

**Rakshita Rajesh**



## ANNEXURE I

### COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,00,000/-
<b>(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)</b>	25,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	3,25,500/-
<b>(C)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 14,200/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C)</b>	INR 344700/-

<b>(D)##Additional Discretionary Reimbursements</b>	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

<b>(E)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares <b>at 15% discount on the fair market value</b>	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

#### **(A) Annual Fixed Compensation**

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

#### **(B) Individual Performance Bonus (IPB)**

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB

programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

**In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:**

<b>Insurance policy</b>	<b>Coverage for</b>	<b>Coverage amount</b>	<b>Premium paid by</b>
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to

review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

**GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## ANNEXURE II

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required

by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

**ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
**Rakshita Rajesh**

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

**Hi Rama Krishnan B,**

Congratulations! Greetings from Salcomp! Hope you are doing good.

As discussed, on benchmarking with our policy, we would like offer you the below mentioned proposal.

**Designation : Co-ordinator – Time Office – HR – ST1.**

**TCTC : Rs. 3,50,000 per annum + Gratuity + Transport.**

<b>Particulars</b>	<b>Annually</b>	<b>Monthly</b>
Basic Pay	1,86,000	15,500
House Rent Allowance (HRA)	93,000	7,750
Special Allowance	48,680	4,057
<b>Gross Total - A</b>	<b>3,27,680</b>	<b>27,307</b>
<b>Employer PF - B</b>	<b>22,320</b>	<b>1,860</b>
<b>TCTC = (A+B)</b>	<b>3,50,000</b>	<b>29,167</b>



Saleemp



Ramakrishna.B

1004974

Validity: 21/06/2023 To 27/10/2023

SALLOMP TECHNICAL COURSES TRAINING PVT. LTD.



Ref: LC/HR/LO  
09 June 2023

Ms. Ramya Kannusamy,

SN Paradise hostel,  
Nsk nagar, Arumbakkam,  
Chennai – 600106.

Dear Ramya Kannusamy,

### **LETTER OF OFFER**

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Executive QC**” on a CTC of **Rs.185628/-** p.a, the formal Letter of appointment shall be issued at the time of your joining duty.

You are requested to join the organization on or before **12 June 2023** failing which this letter of offer stands cancelled.

You are requested to return the duplicate copy of this letter as a token of acceptance of our offer of appointment.

On your date of joining, you are required to produce the following documents to the HRD for verification and records:

1. Relieving Order from the previous employer
2. Salary Slip of last drawn Salary
3. Attested copy of Testimonials (X Certificate for Age Proof, XII and educational certificates)
4. Certificates of previous training programs / conferences/seminars attended.
5. ID Proof where copy of Passport if available or the Voter ID card may be submitted.
6. Medical Fitness Certificate from a registered medical practitioner mentioning your blood group.
7. Four Passport size photographs.
8. Aadhaar Card

While welcoming you to our organization, we wish you a long and fruitful career ahead.

For **LifeCell International Private Limited**



**Venkateswaran Vasava**  
**Vice President – Human Resources**

**Date: 08/08/2023**

**To**

**Dear**

**Reneesh Rakesh,**

**Subject: Offer Letter**

With reference to your application and subsequent interview you had with us, we are pleased to offer you on board with following terms & conditions.

**Designation: BDE**

1. You will be paid an annual CTC Salary package of INR **500000**. The compensation would be paid on or before the 10th day of the following month based on the attendance in the previous month. Please refer the Annexure-1 for the CTC breakup and attendance criteria.
2. You will also be entitled for incentives based on your performance and achievement of sales targets. These incentives will be announced every month while deciding the target for the month.
3. The company will provide a detailed attendance, leave, incentives, growth and communication policies on your joining date.
4. You will be responsible for selling the courses offered by the company to the potential students. The company will provide you the required training of the product and you will be closely working with your reporting manager. Your reporting manager will be assigned to you after the training period.
5. The company will carry out a detailed performance review every six months and the salary will be revised every six months based on the performance.
6. If you are working from home, you will be required to have a dedicated laptop, good internet connection, android smartphone and dedicated SIM for the official purpose. The cost of all this infra is to be borne by you only.
7. If you are working from the company office, the company will provide the laptop/desktop but the android smartphone and SIM is to be procured by the employee only.
8. You will keep the reporting manager and HR department informed on email for all the official communications like leaves, absents, grievances, training requirements etc.

9. From the date of commencement of your duties i.e. from **10/08/2023** you shall be on probation for a period of 2 months. This will primarily be your training period and based on your performance in this period, your future engagement with the company will be decided.
10. After completion of the said probation period, and the company being satisfied that you have successfully completed your probation period (the management's decision in this regard shall be final and binding on you), then your appointment in the company will be confirmed on email and your offer will be revised as per Annexure-1.
11. The company shall be entitled to carry out the statutory deductions from your salary in accordance with the existing regulations/policies and any additions/modifications to the regulations/policies from time to time including any contributions to be made from your side as per the relevant provisions of the law.
12. If you opt to resign during probation, the company may impose a notice period as deemed necessary, subject to a maximum of 30 days. However, the company may terminate your appointment without notice during the probation period.
13. After completion of probation period, cessation/termination of service shall require 45 days' notice from your side in writing or pay compensation in lieu of the notice period.  
The company can terminate the employment with a notice of one week. The notice period from either side may be reduced as well upon mutual agreement.
14. This is a full time position requiring approximately 54 hours per week. Regular office hours are from 10.30 AM to 7.30 PM, Monday to Saturday, but the same can be altered depending on the work. The place of work would be Bangalore.
15. You shall not, at any time during the continuance or after the termination of your employment divulge either directly to any person, firm or company or use for yourself or another any knowledge, information, formulas, processes, methods, compositions, ideas or documents concerning the business and affairs of The company or any of its dealings, transactions or affairs that you may acquire or have to your knowledge during and incidental to your appointment/ employment. An invention, improvement or design conceived by you while in our employment that is within the existing or contemplated scope of the business of the company shall become the exclusive property of the company for all purposes.
16. While serving the company, you shall give and devote the whole of your time exclusively to your duties with the company. You are not allowed to engage yourself directly or indirectly without the prior consent in writing of the company with or without remuneration in any trade, business, occupation, employment or service.

17. Notwithstanding anything to the contrary contained herein, the company shall be entitled to terminate your appointment without any notice or payment of any kind whatsoever in lieu of notice or otherwise in the case of any act, of dishonesty, disobedience, insubordination, incivility, intemperance, neglect of duty, irregularity in attendance, low performance or the breach of any of the terms & conditions and stipulations contained herein.
18. You will inform us in writing of your local address as well as permanent address. You shall also keep us informed of your social status, if any, at any time during the course of your appointment with us your address or social status changes, it will be your responsibility to keep the company informed in writing about such changes immediately within a period of fortnight of its occurrence.
19. Your appointment is subjected to your acceptance of the existing service conditions of the company and any amendments thereto that may come into force from time to time hereafter.
20. After final relieving from your duties, company shall settle your account pertaining to any dues with regards to your salary, incentive or any such dues; within a period of 40-55 days from your last day of service, only if you have given proper intimation of your resignation and have serviced the notice period as per agreement. If an employee is terminated or resigns during probation of joining us, he/she will not be eligible for any full and final.
21. All Intellectual Property rights in any work or material developed/co developed/conceptualized directly or indirectly by you during the course of your employment shall be considered 'Works made for Hire' under the Intellectual Property laws and shall belong to and be the property of the Company and you confirm and accept that you shall not be entitled to claim any rights over any such Intellectual Property. If required by the Company, during or after the Employment Period, you shall assign and transfer in favor of the Company or, at the request of the Company, in favor of any of its subsidiary, affiliate or customers, all Intellectual Property rights in such works or materials and shall execute such deeds and documents, as the Company may require, to effectually vest in the Company, any of its subsidiary, affiliate or customers as the Company may require, any and all Intellectual Property rights and benefits in such works or materials. In performance of your duties and responsibilities you shall not use or infringe any intellectual Property or rights of the Company or of any other third party/s.
22. During the Employment Period and for a period of at least six months after the Employment Period, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or



directly or indirectly offer services in any form or manner to himself or any person or entity which is a competitor of the Company.

23. If any dispute arises between any of the Parties hereto, during the subsistence of this Agreement or at any time thereafter, in connection with this Agreement, the dispute shall be settled by arbitration to be conducted by a sole arbitrator appointed by the Company in accordance with Arbitration and Conciliation Act, 1996. The Arbitration proceedings shall be held in Mumbai and shall be conducted in English

Please return the attached duplicate copy of this letter duly signed (on each page) and dated as a token of your acceptance of the terms and conditions of this contractual appointment.

With Regards,

For uFaber Edutech Pvt. Ltd.



**Yashika Daryanani**  
**AVP Talent Acquisition**

**Date: 08/08/2023**

**Reneesh Rakesh**

**PAN:**

**AADHAR:**

**Date:**

**Annexure 1**  
Annual Salary breakup

Salary Head	Amount
Annual Fixed Salary	300000
Performance based incentives**	200000
<b>Total Annual CTC</b>	<b>500000</b>

**Note**-Incentives will be paid on a monthly basis based on the performance and target achievement.

**Attendance policy**

- Daily attendance will be based on the talk time or biometric (Depending on your place of work).
- Minimum daily talk time for 100% attendance in 150 minutes.
- The company will provide an android app to automatically track the talk time of the calls.
- You will be provided with detailed attendance and leave policy on your date of joining.





# SAM Surveyors and Adjusters

SLA No 64097

No. 53, Venkatachalam Street, Royapuram, Chennai - 600 013.  
Ph : 044-25981004, Fax : 044-25981003, E-mail : survey@samsurvey.in



Date: 26/07/2023

Dear Mr. Ruban Chakaravarthy R G,

We are pleased to appoint you as a “**Trainee Microbiologist**” in our organization, location “**SGS India Pvt Ltd - General Lab**” with effect from **27.07.2023** Company is engaged in the business of undertaking the work on contract basis, you will be posted at our client’s establishment to carry out the work as per the terms of contract as signed by company with its client establishment.

Your emoluments will be as follows:

Basic	HRA	Allw	Gross Salary	PF	ESI	Deduction	Net salary	Bonus
11,000	4,000	-	<b>15,000</b>	1,320	113	1,433	<b>13,567</b>	8.33%

1. You will be working 8 hours a day, 6 days in a week.
2. Your contract will be 12 months from the date of joining only.
3. You will be entitled to wages not less than the minimum wages prescribed for our scheduled employment under the minimum wages Act.
4. You will be entitled to other statutory benefits applicable to contract workers.
5. You will abide by the timings and other regulatory procedure in force at clients Establishment where you will be posted including operating and safety procedures applicable to such Establishments.
6. Since our Company is undertaking jobs in various Establishments on Contract, your services can be transferred from one Establishment to other or one client to another, located anywhere in the country, where our Company has the Contract or may have the Contract in future.
7. You may be sent for training under any professionals or institution anywhere in the country to improve your skills and abilities. The entire cost of training will be borne by the company and during training you will be entitled to full salary.
8. Your services during this period can be terminated by the company without giving any notice and without any compensation.



# SAM Surveyors and Adjusters

SLA No 64097

No. 53, Venkatachalam Street, Royapuram, Chennai - 600 013.  
Ph : 044-25981004, Fax : 044-25981003, E-mail : survey@samsurvey.in

Your services can also be terminated without any notice or compensation in lieu of notice in the following contingencies:

- a) On expiry or termination of our contract with the Principals.
- b) On your being found medically unfit or suffering from continuous ill-health.
- c) For committing any act which is detrimental to the Company or the Company's client.

You can resign by giving one month notice or the company will have the right to deduct one months' wages in lieu of notice.

1. You will not be entitled to wages or salary on your refusal to do the assigned work or refusal to work at the transferred place or refusal to undergo training for the period of such refusal and will also be liable for disciplinary action.
2. You will always be on your best behavior and well dressed. You will not report for duty after having consumed any intoxicating drink or drug etc nor while on duty consume any intoxicating drink, drugs etc.
3. While on duty you will not indulge in any act adversely effecting our rendering of services to our Client.
4. You will not seek employment with our Principal's Establishment in which you are deputed.

Please sign the duplicate as a token of acceptance of the above terms.

For Sam Surveyors and Adjusters,

Authorized Signatory



## ACCEPTANCE

I have read and understood the terms and conditions of employment set out herein above and hereby agree to abide by them.

Name: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_



**Offer: Human Resource**  
**Ref: TCSL/DT20223739191/Chennai**  
**Date: 19/05/2023**

Mr. Bharath Kumar S  
No. 2Bharathiyar Street,  
Bhathavachala Puram, Avadi,  
Chennai-600054,  
Tamil Nadu.  
Tel# 91-9840843252

Dear Bharath Kumar S,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee** in Grade Y.

Your gross salary including all benefits will be **₹5,79,430/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20223739191**

**TATA CONSULTANCY SERVICES**  
**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



**HDFC BANK**



**HARISH S**

**549234**

**CREDIT INTELLIGENCE &  
CONTROL**

**O+**

A handwritten signature in black ink, appearing to read 'R. Sharma'.

**Authorised Signatory**

31 Oct 2023

Ref : SIT/HR/OL/2023-24

To,

Mr.Sathish S

H.No: 414/10, 22nd Street,

N S K Nagar, Arumpakkam,

Chennai. Tamil Nadu - 600106.

**Employment Offer Letter**

Dear Sathish

It gives us immense pleasure in inviting you to join Sage IT as one of its valuable members. We believe that organizations grow and flourish, fuelled by the enthusiasm and energy of the people who are willing to invest into the future. We are happy that you are one such employee joining us in our effort to create a truly global corporation.

You will be designated as **Process Associate - US Accounts** and your position will carry a compensation value of **Rs. 2,40,000/- (Rupees Two Lakhs and Forty Thousand only)** per annum.

**Date of joining and place of work:**

We would have the offer open till **31-10-2023** and prefer you to join us on or before **01-11-2023**. Please note that if you do not confirm your acceptance or we are unable to set an alternate date of joining, this offer shall be withdrawn. Your association and employment will be governed by the various employee related policies and guidelines of the organization.

**Address for reporting: Sage IT Pvt Ltd, 6th Floor, Shyamala Towers, 136, Arcot Road, Saligramam. 600 093 Chennai.** On your joining day, we will require you to submit the various documents for our records, as mentioned in the list enclosed.

Copies of all educational documents (SSC onwards) and certifications

1. Experience letter of all past employers & relieving/resignation acceptance letter of current employer
2. Salary slips, Bank Statements & CTC detail of employment with current employer
3. Four recent passport size photographs
4. ID Proof: PAN Card/ Photocopy of Driving License
5. Address Proof: Aadhar Card / Passport / Electricity Bill / Telephone Bill.

Please note that this offer and your employment at Sage IT shall be contingent upon satisfactory reference and background checks that may be conducted at any time from the date of this offer and shall include but is not limited to education, employment history etc. Your association and employment at Sage IT will be governed by various employee related policies and guidelines of the organization, as modified from time to time.

As much as your association with Sage IT will be governed by the terms of offer made in this letter, it will be also guided by the core values and beliefs of our organization cherished over the last many years. While welcoming you to Sage IT we are confident that you will contribute to the organization and its goals, add value through your roles and strengthen Sage IT.

Please sign this offer letter and return the same to us as token of your acceptance of this offer letter.

For SAGE IT PVT LTD.



Swathi Murkumbi  
Sr. HR Manager

Accepted Signature:

**Registered Office:** Sagar Apartments, Ground Floor, No-23 Gopalakrishna Road, T. Nagar, Chennai - 600017.

**Branch Office:** SageIT Pvt Ltd, 5<sup>th</sup> Floor, The Watermark Techno Park, White Fields Road, Kondapur, Hyderabad - 500081.

**Branches:** Chennai, Ongole, Mohali

**Annexure - 1**

<b>EARNINGS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
Basic	8,000.00	96,000.00
HRA	4,000.00	48,000.00
Medical Allowance	1,250.00	15,000.00
Conveyance Allowance	1,600.00	19,200.00
Special Allowance	2,801.00	33,612.00
SUB TOTAL (A)	17,651.00	2,11,812.00
PF - Employer	1,638.00	19,656.00
PF - Other Charges	137.00	1,644.00
ESI Employer	574.00	6,888.00
TOTAL	INR 20,000.00	INR 2,40,000.00
<b>DEDUCTIONS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
PF Employee	1,638.00	19,656.00
ESI	133.00	1,596.00
TOTAL DEDUCTIONS (B)	INR 1,771.00	INR 21,252.00
TOTAL (A-B)	INR 15,880.00	INR 1,90,560.00

For SAGE IT PVT LTD.



**Swathi Murkumbi**  
Sr. HR Manager

Accepted Signature:

**Registered Office:** Sagar Apartments, Ground Floor, No-23 Gopalakrishna Road, T. Nagar, Chennai - 600017.

**Branch Office:** SageIT Pvt Ltd, 5<sup>th</sup> Floor, The Watermark Techno Park, White Fields Road, Kondapur, Hyderabad - 500081.

**Branches:** Chennai, Ongole, Mohali





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Systech: Training\_Ananya S R

1 message

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HR Systechin <systechinhr@systechusa.com>

Thu, 24 Aug 2023 at 1:06 pm

To: ananyaravi262@gmail.com <ananyaravi262@gmail.com>

Cc: HR Systechin <systechinhr@systechusa.com>

Dear Ananya S R,

Greetings from Systech!

We are pleased to inform you that you have been shortlisted for our Business Analyst Training program and request you to report to our office on 04 September 2023 @ 9:00 AM.

Address:

Systech Solutions Pvt. Ltd.

Block No. III, 6th Floor, Temple Steps,

184-187, Anna Salai, Saidapet, Chennai - 600 015

Landmark: Near Little Mount Metro Station/bus stop"

Kindly reach out to us for any further details.

Thanks and regards,

Systech India HR Team



# G. BABU

NO : 31, C BLOCK, KAILASAM STREET, TONDIARPET, CHENNAI -600081.

PHONE NO : 9710662371

EMAIL : ghabutnp@gmail.com

SITE : BHARAT PETROLEUM CORPORATION LIMITED, TONDIARPET - 600081.

NAME : G. SANJAY MONTH OF SALARY : Nov-23  
DESIGNATION : WORKMAN ATTENDANCE DAYS : 21  
UAN FOR PF : 102009572071

EARNINGS	AMOUNT in RS	DEDUCTIONS	AMOUNT in RS
BASIS	21714	PF @ 12%	1800
OTHER ALLOWANCE	0	ESI @ 0.75%	163
TOTAL EARNINGS	21714	TOTAL DEDUCTIONS	1963

SALARY in RS : 19751

BONUS 809

E L WAGES

1034

SALARY

22594

ADVANCE AMOUNT

0

NETT SALARY in RS :

22594



HRD/2T/23-24/1006439564

October 26, 2023

Mr. SanjayKumar B  
Candidate ID: 1006439564  
No:14, A Block  
Tamil Nadu Special Police Quarters,Avadi  
Chennai-600054  
India  
Ph No : +91-7010526151

Dear SanjayKumar,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where people are empowered to move forward as far as their ideas will take them.

At Infosys, we assure that your career will never stand still, we will inspire you to build what`s next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to training with you and wish you success in your career with us.

Warm regards,



**Dependra Mathur**  
**SVP and Global Head - Human Resource Development, Infosys BPM Limited**

**INFOSYS BPM LIMITED**  
Building 48, 4th Floor,  
Section 1,  
Electronic City Hosur  
Road,Bangalore -  
560100

HRD/2T/23-24/1006439564

October 26, 2023

Mr. SanjayKumar B  
Candidate ID: 1006439564  
No:14, A Block  
Tamil Nadu Special Police Quarters,Avadi  
Chennai-600054  
India  
Ph No : +91-7010526151

Dear SanjayKumar,

Congratulations! We are delighted to make you a Training offer as **Process Trainee** and your role is **Process Trainee** .

Here are the terms and conditions of our Training offer:

### 1. Definitions

**The following terms shall have the following meanings for the purpose of this Training offer ( 'Offer Letter' hereinafter).**

'**Affiliates**' means any entity that controls, is controlled by, or is under common control with the

\*For the purpose of this Training offer letter, 'Affiliate' means an entity that controls, is controlled by, or is under common control of the Company. 'Control' includes the right to appoint majority of the directors or to control the management or policy decisions exercisable by a person or persons acting individually or in concert, directly or indirectly by virtue of their shareholding or management rights or shareholders agreements or voting agreements of in any other manner.

#### 4. Training

You recognize and accept that at the time of appointment as **Process Trainee** , except exposure to academic

If during your Training you are on Leave or absent for a continuous period of 5 or more working days, for any reason whatsoever, you shall be moved to another batch of trainees as per availability or suitability, to ensure that you are not deprived of any particular part of the Training. Till the time that you are given a rejoining date, you will not be paid any stipend by the Company. The above will also result in extension of your Training Period as well as other milestones.

## **7. Transfer**

You can be transferred to any of our units / departments situated anywhere in India or abroad for the purpose of your Training.

## **8. Stipend**

Your total Stipend during the Training Period will be **INR 14494 per month**, including

You hereby acknowledge and agree that you are medically fit, at all times, to carry out your Training. In the event, the Company has any concerns about your fitness, including both physical and mental fitness, to train at any point in time, the Company may require you to consult and/or undergo a medical examination with a registered medical practitioner as nominated by the Company. You hereby agree to provide the Company with a copy of any such medical reports/results and/or authorize the Company to communicate with the concerned medical practitioner regarding your fitness to return to Training. In the event, you are declared medically unfit to train by a registered medical practitioner or you fail to carry out your Training on account of your continued ill health/prolonged illness, your Training may be terminated in accordance with the Company procedure and process.

You hereby acknowledge and agree that in the event you contract any infectious or contagious disease, you will immediately report to your mentor and/or the BP-HR and upon the Company's direction you shall not enter the office of the Company or that of the customer, until permitted to return. The Company also reserves the right to refuse entry into the workplace to any individual who is deemed by the Company to be unfit at its sole discretion, in the interest of providing a safe and hygienic environment for all the other parties visiting the workplace. You hereby agree that during such period when you are not Training.

You may be required to provide the Company with a medical certificate from a registered medical practitioner to verify a leave claim made on account of sickness.

## **12. Passport**

Our Training offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## **13. Notice period**

Prior to the commencement of your Training with the Company, this Training offer may be terminated by the Company without any notice to you.

During the Training Period, you will be required to give 1 (one) month notice or Stipend thereof in case you decide to leave the Training, subject to the Company's discretion. Similarly, the Company can terminate your Training by giving 1 (one) month notice or Stipend thereof.

Your Training can be terminated by the Company without notice or payment in lieu of notice, at any time, for the occurrence of any act(s)/omission(s), including but not limited to the following:

- (a) Engagement in misconduct.
- (b) Falsification of any educational mark-sheets, transcripts or other related documents, or misrepresentation of information provided to the Company at the time of selection for Training.
- (c) Not meeting the required eligibility criteria communicated to you prior to your selection for Training.

(d) Engagement in any conduct which brings or may bring the Company into disrepute.

(e) Convicted of an indictable offence or enter a plea of guilty to a charge brought for an indictable offence.

(f) In any other circumstance, in which the Company has the right to do so in accordance with the applicable law in force, including any significant breach of the terms and conditions of your Training offer letter and/or breach of the Company policies.

If your Training is completed or terminated, then you must immediately return all confidential information and any other property of or relating to the Company or the customer, affiliates, subsidiary or associated companies of the Company which you may have, without retaining any copies of the same.

#### **14. Background checks**

The Company may, at any time and at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in the Information Sheet at Annexure - II.

You acknowledge and agree that the aforementioned information and/or documents provided by you to the Company are true, complete and correct and you have not withheld any information from the Company that would affect your ability to successfully carry out your Training with the Company.

If you fail to submit the necessary information and/or documents as required by the Company within the specified time period or if the Company is not satisfied with the outcome of the background checks, or if the Company finds at any time that any information and/or documents given by you are not correct, true or complete in all respects, the Company may at its discretion and to the fullest extent permitted by applicable law, revoke this Training offer prior to your acceptance, or terminate your Training without notice or payment of Stipend.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information and/or documents as it may deem fit, to substantiate the details that you have earlier provided to the Company, before initiating the appropriate action.

Please note that the Company requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.



## 15. Other terms and conditions

You agree to resign from any existing engagement, whether full-time or part-time, as director / partner / member / employee / trainee of any other organization / entity engaged in any form of business activity or public or charitable endeavour prior to joining the Company. You agree to ensure that your last working day with such organization, whether full-time or part-time, as director / partner / member / employee / trainee, is at least one working day prior to your start date with the Company.

You agree not to undertake employment, whether full-time or part-time, as the director / partner / member / employee / trainee of any other organization / entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Process Trainee** is conditional upon your having fully completed your graduation /

You hereby agree and acknowledge that, at all times during the course of your Training with the Company, you will physically report to work at your location for Training, as mentioned in this Training offer letter, unless otherwise communicated to you by the Company. In the event, you fail to physically report to work at your location for Training in disobedience of the Company's direction to report to work without any justifiable reasons, the Company reserves the right to initiate appropriate action against you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your Training shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your Training with us. This Training offer is also conditional upon your acceptance and execution of the Customer Connection Agreement (Annexure - I).

This Training offer constitutes the entire agreement between you and the Company regarding the terms of your Training and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this Training offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

The waiver by the Company of any breach of any term of this Training offer letter will not prevent the Company from subsequently enforcing that term and it will not be deemed a waiver of any subsequent breach.

This Training offer letter shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining your Training.

We wish you a rewarding Training with Infosys.

Yours sincerely,



**Dependra Mathur**  
**SVP and Global Head - Human Resource Development, Infosys BPM Limited**

**ACKNOWLEDGEMENT AND ACCEPTANCE**

I have read, understood and agree to the terms and conditions as set forth in this Training offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_                      \_\_\_\_\_  
Print your name                      Location

**ANNEXURE - I**

**CUSTOMER CONNECTION AGREEMENT**

I \_\_\_\_\_ accept training with Infosys BPM Limited ( "**Infosys**" ).

I hereby acknowledge and agree that, for a period of **6 (Six)** months following the completion or

## ANNEXURE - II

### INFORMATION SHEET

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
7	Post graduate mark cards* and certificate (if applicable)	Mandatory
8	NSR registration number or ITPIN number or web registration number	Mandatory
9	Passport**	Optional
10	Driving License	Optional
11	Passport/Driving License/PAN Card/Voters ID	Mandatory
12	Aadhar Card***	Mandatory
13	NATS Registration Number	Mandatory

\* Failure to produce the document on the date of joining your Training will entail suitable action by the Company including withdrawal of Training offer & termination of Training. Originals of the above documents that you have submitted will be returned to you post verification. If required, Company can require you to furnish details on your past employments (if any).

\*\* The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\* All trainees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company for Training.

## **ANNEXURE - III**

### **TERMS OF EMPLOYMENT**

At the completion of your Training Period, the Company may, at its sole and absolute discretion, decide to extend you an offer of employment on the below terms and conditions:

- 1. Role Designation: Process Executive**
- 2. Role: Process Executive**
- 3. Job Level: 2B**
- 4. Joining Date**

Your position, duties, responsibilities and reporting lines may be changed by the Company as required, from time to time, and you will be informed in writing of those changes.

Unless you are informed otherwise, these terms will continue to apply to you, even though your position, duties, responsibilities and reporting lines may change.

You agree that the primary purpose of your Role is the assignment to and completion of billable work for the customers of the Company. Where you are not engaged to perform billable work, you acknowledge that this may affect the ongoing viability of your Role and may result in outcomes up to and including the redundancy of your role, in accordance with the Company's policies in place from time to time.

## **7. Leave**

You will be eligible for leaves in accordance with the leave policy of the Company.

The leaves are credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company as an employee, on a pro-rata basis. The leave year is the calendar year and not the fiscal year.

The Company's policies also provide for maternity, paternity and bereavement leave. Further details will be provided to you at the time of commencement of your employment with the Company.

## **8. Promotion and Progression**

The Company is committed to a performance-based culture. Career progression and increments in your salary will depend significantly upon your performance and demonstrated achievement of agreed business outcomes and desired professional behavior. A formal assessment of your performance will be periodically conducted in line with the Company's performance appraisal process with which you will be required to become familiar with, and in which you will need to participate.

## **9. Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## **10. Compensation and Benefits**

### **A. Salary**

Your total gross salary will be **INR 14494 per month**. The break-up of your salary has



## **B. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable, based on Company policies. These are not a guaranteed part of your compensation and will only be paid if you are eligible to receive them.

Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details, please refer to the shift allowance policy of the Company.

All allowances are payable as per the policies of the Company, which are subject to change from time to time.

## **C. National Pension Scheme**

The Company offers all the India based employees the option to contribute towards the national pension scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks.

## **D. Insurance**

Health Insurance: You will be eligible to participate in a Group Health Insurance Scheme and covered by default under the standard health insurance plan as per the applicable Company Health Insurance Policy. You may also choose to enhance the benefits with other participatory optional health insurance plans.

## 12. Work Health and Safety

(a) You agree to comply with all the directions and instructions emanating from the Company regarding health and safety and shall also take all the reasonable steps to ensure that you do not undermine your health and safety or the health and safety of any other person during the period of your employment with the Company.

(b) You hereby acknowledge and agree that you are medically fit, at all times, to discharge the role and duties entrusted to you by the Company. In the event, the Company has any concerns about your fitness to work at any point in time, the Company may require you to consult and/or undergo a medical examination with a registered medical practitioner as nominated by the Company. You hereby agree to provide the Company with a copy of any such medical reports/results and/or authorize the Company to communicate with the concerned medical practitioner regarding your fitness to return to work. In the event, you are declared medically unfit to discharge your role and duties by a registered medical practitioner or you fail to discharge your role and duties on account of your continued ill health/prolonged illness, your employment may be terminated in accordance with the Company procedure and process.

(c) You hereby acknowledge and agree that in the event you contract any infectious or contagious disease, you will immediately report to your Manager and/or the BP-HR and upon the Company's direction you shall not enter the office of the Company or that of the customer, until permitted to return. The Company also reserves the right to refuse entry into the workplace to any individual who is deemed by the Company to be unfit at its sole discretion, in the interest of providing a safe and hygienic environment for all the employees and third parties visiting the workplace. You hereby agree that during such period when you are not working, you will be on earned leave and upon exhaustion of the earned leave, on unpaid leave.

(d) You may be required to provide the Company with a medical certificate from a registered medical practitioner to verify a leave claim made on account on sickness.

## 13. Notice Period and Termination of Employment

Prior to the commencement of your employment with the Company, this offer of employment may be terminated by the Company without any notice to you.

You will be required to give 1 (one) month notice or salary thereof in case you decide to leave the services of the Company, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the 1 (one) month notice period. Similarly, the Company can terminate your services by giving 1 (one) month notice or salary thereof.

Your services can be terminated without notice or payment in lieu of notice, at any time, for the occurrence of any of the below act(s)/omission(s), including but not limited to the following:

(a) engagement in misconduct;

(b) refusal or failure to act in compliance with a directive or instruction of the Company or its customer;

- (c) engagement in any conduct which brings or may bring the Company into disrepute;
- (d) Convicted of an indictable offence or enter a plea of guilty to a charge brought for an indictable offence.
- (e) In any other circumstance, in which the Company has the right to do so in accordance with the applicable law in force, including any significant breach of the terms and conditions of your employment and/or breach of the Company policies.

#### **14. Garden leave**

The Company may place you on paid leave and direct you to comply with all or part of the following in such circumstances including but not limited to, following the notice to terminate your employment by either party: If notice is given by the Company to terminate your employment, then the Company may direct you:

- (a) Not to perform any duties for part or all of the notice period or be employed or engaged in the conduct of any activity of the Company; and/or
- (b) Not to enter or attend the premises of the Company;
- (c) Not to contact or have any communication with clients, prospective clients, employees, consultants, investors, suppliers, distributors, shareholders, agents, representatives or other business contacts of the Company; and/or
- (d) Remain available to be called upon during your ordinary hours of work as specified by the Company. require you to remain away from the Company's premises.

During such period, the Company may appoint one (1) or more persons to replace you in the performance of the duties of your position.

During such period, the Company shall continue to pay you, your salary and provide your contractual benefits, but shall have no obligation to provide you with any work or opportunities to earn/accrue incentives/commission over and above your salary and all duties of your employment (express and implied) will continue, including your duties of fidelity, good faith and exclusive service.

#### **15. Termination Obligations**

If your employment is terminated, then you must immediately return all confidential information) and any other property of or relating to the Company or the customer, affiliate, subsidiary or associated companies of the Company which you may have, without retaining any copies of the same.

On termination of your employment for any reason:

- (a) You must repay all the monies owed to the Company;
- (b) The Company will pay all entitlements owed to you; and
- (c) The Company can, to the maximum extent permitted by law, withhold and set-off any amount owed by you under sub-clause (a) from or against any amount owed to you under sub-clause (b).

In the event your employment is terminated due to misconduct while on deputation or secondment or temporary transfer to a branch, affiliate of the Company, or any third party, then your employment with the Company shall also stand terminated.

You hereby acknowledge and agree that any statutory or other 'last in, first out' rule or any modification thereof shall not apply to you in the event of termination of your employment with the Company for any reason.

## **16. Deductions**

During the course of your employment, you authorize and permit the Company to make any deductions, as required, from your salary in accordance with the applicable law and Company policies.

## **17. Background checks**

The Company may, at any time and at its discretion conduct background checks prior to or after your expected Joining Date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks.

You acknowledge and agree that the aforementioned information and/or documents provided by you to the Company are true, complete and correct and you have not withheld any information from the Company that would affect your ability to successfully carry out your employment with the Company.

If you fail to submit the necessary information and/or documents as required by the Company within the specified time period or if the Company is not satisfied with the outcome of the background checks, or if the Company finds at any time that any information and/or documents given by you are not correct, true or complete in all respects, the Company may at its discretion and to the fullest extent permitted by applicable law, revoke the offer of employment prior to your acceptance, or terminate your employment without notice or payment of compensation.



(d) You shall communicate to the Company within a period of two (2) days, in the event of any change in your citizenship status and/or your ability to lawfully work in India. You also consent to and agree that the Company may, at any time during your employment, perform a check on your citizenship status, and confirm your right to work in India.

(e) You hereby acknowledge and agree to abide by all internal policies of the Company. These policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these policies, at any time, in its sole and absolute discretion and you hereby consent to the same.

(f) You hereby agree that based on the nature of your work and business requirements, you may be required to work on rotational shifts including night shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company will be made applicable to you.

(g) You hereby agree that based on the nature of your work and business requirements, you may be required to work on rotational shifts including night shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company will be made applicable to you.

(h) You hereby acknowledge and agree that any additional hours that you are required to work outside working hours are reasonable so far as they are necessary for the full and proper performance of your duties under the terms of your employment.

(i) The Company may at any time or times, in the event of a fire, catastrophe, natural or man-made disasters, breakdown of machinery, communication equipment, statutory restrictions, failure / stoppage of the power supply, epidemic, pandemic, civil commotion, shortage of orders or other trade reason, financial difficulty, economic conditions, or any other cause which is beyond the reasonable control of the Company, suspend work, close down any department or departments wholly or partially for any period or period. You hereby agree to be on earned leave and upon exhaustion of the earned leave, on unpaid leave for the period you have been laid off by the Company.

(j) You hereby agree and acknowledge that, at all times during the course of your employment with the Company, you will physically report to work at your location communicated to you at the commencement of your employment, unless otherwise communicated to you by the Company. In the event, you fail to physically report to work at your location for employment in disobedience of the Company's direction to report to work without any justifiable reasons, the Company reserves the right to initiate appropriate action against you.

(k) You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with the Company.

(l) If an offer of employment is extended to you by the Company at its sole and absolute discretion, Annexure I, Annexure II, Annexure III and Annexure A to the Annexure III of the Training Offer Letter constitutes and records the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other previous negotiations, understandings, contracts, agreements, representations, warranties, memoranda or commitments, whether written or oral. If you are offered any employment by the Company basis the terms provided in these Annexure I, Annexure II, Annexure III and Annexure A to the Annexure III, then the same is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

(m) If any of the terms or conditions of Annexure I, Annexure II, Annexure III and Annexure A to the Annexure III are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of Annexure I, Annexure II, Annexure III and Annexure A to the Annexure III and the remaining terms and conditions shall continue in force.

(n) The waiver by the Company of any breach of any term of employment will not prevent the Company from subsequently enforcing that term and it will not be deemed a waiver of any subsequent breach.

(o) The offer of employment shall be governed by the laws of India, and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

## **ACKNOWLEDGEMENT AND ACCEPTANCE**

I agree and understand that after the completion of Training with the Company, the Company may at its sole and absolute discretion offer me employment as per the terms provided in Annexure I, Annexure II, Annexure III and Annexure A to the Annexure III, of this Training Offer Letter. I confirm that I have read, understood and agree to the terms and conditions as set forth in Annexure I, Annexure II, Annexure III and Annexure A to the Annexure III, as terms of my employment with the Company, if an employment is offered to me by the Company.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Location



**ANNEXURE - A**

If at the completion of your Training Period, the Company, at its sole and absolute discretion, decides to extend you an offer of employment, the compensation details for such employment will be as follows:

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Mr. SanjayKumar B</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	
<b>Location of Posting</b>	<b>CHENNAI, TAMIL NADU, India</b>
<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	9,494
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	
Sub Total 1	10,594
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1,271
Gratuity	510
Bonus	2,119
Sub Total 2	3,900
<b>Gross Salary per month - Sub Total 1+2</b>	<b>14,494</b>
<b>Total Annual CTC</b>	<b>173,928</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as provided in terms of employment and Company policies

<b>Voice Allowance (paid monthly on allocation to a voice process)</b>	<b>Rs 2,500</b>
<b>Shift Allowance (paid monthly if you are working in night shift)</b>	<b>As applicable</b>

\* Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

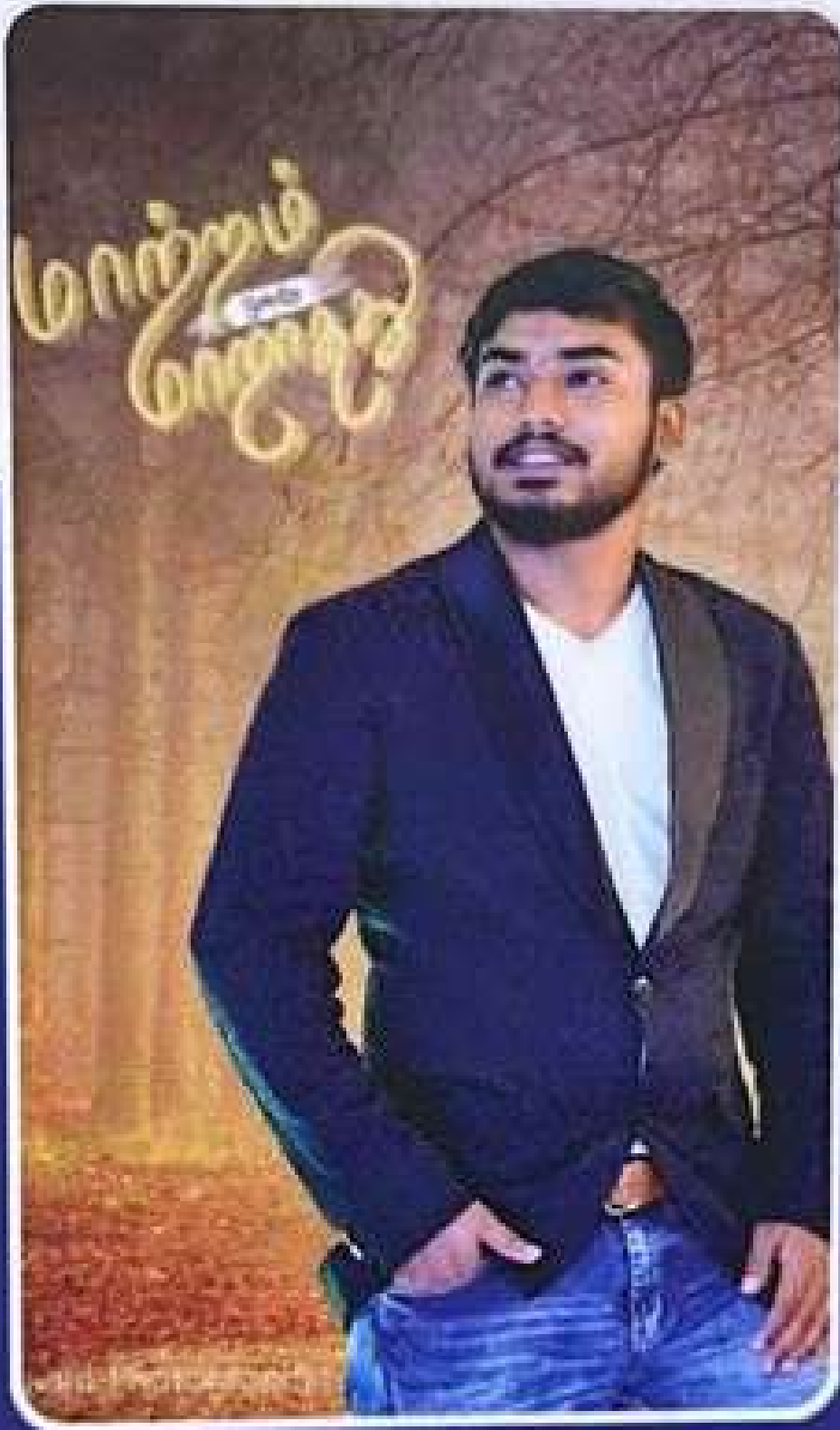
ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 0.75% of salary as ESI contribution while the Company will contribute 3.25% of salary as ESI contribution. Salary for the purpose of ESI calculation includes fixed components mentioned above.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 or any other applicable law, including but not limited to the minimum service periods set forth therein.

Offered by: 26-10-2023  _____ Sign your name N AAmudhanambi  _____ Print your name 9012334      HRD  _____ Emp No.      Dept. Name	Candidate: Date: _____, 20_____  _____ Sign your name SanjayKumar B  _____ Print your name	SAP data provided by: Date: _____, 20_____  _____ Sign your name  _____ Print your name  _____ Emp No.      Dept. Name	SAP data updated by: Date: _____, 20_____  _____ Sign your name  _____ Print your name  _____ Emp No.      Dept. Name
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# MUNNA EVENTS



**SANTHOSH**  
EVENT TEAM

**YES / BANK**



**SANTHOSH**

*Support Executive*

**TS Code : T19651**

**D.O.E : May 22, 2023**

**D.O.B : December 19, 1999**

**Blood Group : Unknown**

**Emergency No. : +91 8248895610**



12/02/2023

**Mr. Santhosh Saravanan**  
No.7/1c Old Karkana Street,  
Tiruvannamalai- 606601.

**Dear Santhosh Saravanan,**

We would like to congratulate you on being selected for the internship with our organization. Your internship will commence from **13/02/2023** till **31/07/2023**.

We are confident that this assignment will be a good opportunity for you to learn and also make an impact in terms of your contribution. During the internship period, you will be paid Stipend of **Rs.10, 000/- (Rupees Ten Thousand only)** including tax.

The salary range will be vary based on the individual performance during the internship period, and the fixed **CTC of Rs. 4 LPA to 5 LPA**, on successful completion of graduation within the academic year (2023), and qualifying our education criteria. An internship period shall be extended if any delay in conducting university exams and final semester results announcement. The hard copy of appointment letter will be provided on completion of your graduation.

All confidential information, trade secrets, confidential programming, system development processes, information pertaining to the design, development and manufacturing of licensed product and data of any kind whatsoever coming into existence or acquired or used by the company or by you or by any employee or agent thereof during tenure with the company shall be treated as confidential by you and shall not disclose the same except with the express permission of the Company.

Copyright of all designs, drawings, plans and documentation pertaining to products sold, manufactured or otherwise dealt by the company shall at all times be the property of the Company. All discoveries, inventions, ideas that you may conceive during your tenure with the company, shall be the sole and exclusive property of the Company.

During this assignment you will work under the supervision of such officers as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you and to the best of your power, skill, ability for the business and interest of the Company.

You are expected to be present 05 days in a week and work 9.5 hrs per day and you need to complete the assignment within the stipulated time period. You will be governed by the company's rules & regulations that are in force from time to time.

You will be executing an agreement and bond for working with the company for Two (2.6) years six months which includes internship period of six (6) Months. The amount payable by you to the company for default in completing the bond period of 2.6 years would be Rs. 2,00,000/- together

with any of the investments made by the Organization for providing on the job training to you including all expenditures incurred. On receipt of which the company can release you from the contract of bond by written confirmation.

We look forward to having you as part of our team and to a mutually beneficial association.

Please sign and return the copy of this letter as a token of your acceptance.

With best wishes,

**For Kumaran Systems Private Limited**



**Ramu. R**  
**CHIEF EXECUTIVE OFFICER**

I understand and agreed to the terms and conditions.



**Accepted: Santhosh Saravanan**  
Date: 12/02/2023





# Nalam & Co

Chartered Accountants

GSTIN : 33BDYPN5546G1Z1  
FRN : 018549S

To,  
Sathish B  
No-795, 32<sup>nd</sup> Cross Street,  
T P Chatram, Shenoy Nagar  
Chennai - 600030

Dear Sathish,

I am pleased to inform you that you have been selected based on your performance in the interview and educational background. We are hereby sharing the offer letter for your acceptance.

Your responsibilities would entail in preparation and maintenance of books of accounts, filing of returns under GST and Income Tax including TDS, performing statutory, tax and internal audits of various clients of the firm in line with relevant statutory compliances.

The date of joining is 10/07/2022. The remuneration is INR 10,000 per month.

Terms of Employment –

- 1) Probation to be undergone for a period of 6 months. On successful completion of the probation period and satisfactory performance, the title "Associate" would be conferred to you
- 2) Notice period to be served is 2 months. Upon completion of notice period only an experience certificate shall be provided
- 3) Place of work will be client place and office premises depending on the assignment
- 4) Partial pay will not be paid in case you leave the employment during the month without serving the notice period
- 5) Office timings are 10-30 AM to 6-30 PM from Monday to Saturday
- 6) Loss of pay will be attracted in case leaves taken during the month exceeds 2 days
- 7) Exam leave for the preparation of ACCA exams of 1 week shall be granted for each paper. Prior permission of 1 month to be sought before attempting the exams. Further, salary will not be paid during the period of exam leave.

Looking forward to have you on board.

Shreyanth Nalam  
Proprietor  
Nalam & Co  
08/07/2023



# DAY 'N' DAY SERVICES (P) LTD.

Corporate Office : No. 1, Second Main Road,

Regd. No.18-41063/1998

Ramakrishna Nagar,

Phone : 044-24935261, 24934523, 24954092

Mandaveli, Chennai - 600 028.

GSTIN : 33AABCD0609G1ZA

Date: 30 September 2023

## APPOINTMENT ORDER

**Sub:** Administration - M/s. DAY 'N' DAY SERVICES (P) LTD., Chennai - 28 - Personal Interview conducted - selection of Candidate for the post of 'HR Coordinator' Appointment Orders Issued, with effect from Dated: 03 October 2023 - Reg.

**Ref:** Application from Ms. Sathya Bama.S

The Management is pleased to appoint **Ms.Sathya Bama** residing at No 70/2A,3<sup>rd</sup> Street, Krishna Nagar, Virugambakkam Chennai 600092 in our organization for the post of **HR Coordinator** with effect from 03 October 2023 . You have paid a Net Salary of **Rs 18000/=** Eighteen Thousands per month

### Conditions of Employment:

- During the course of your employment, if you are at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit any breach of terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other emoluments, if any, the due to you, the amount of any damage the company may have sustained.
- You will observe strict secrecy with regard to Company matters, which may come to your knowledge and possession in the course of your services with the Company and shall not divulge the same to any person or company.
- You will keep in safe custody of all company records entrusted to you during the course of your service with the company and they will remain to be the company's property at all times.
- You shall punctually attend to your duties at the place or places where you are posted. You shall not directly or indirectly engage yourself in any other profession studies or business or enter the services of or be employed for any part of your time by any other person whatsoever without



An ISO 9001:2015 and ISO 14001 : 2015 Certified Company

Facilitate Management Services



Visit us in : [www.daynday.co.in](http://www.daynday.co.in)

E-mail : [admin@dayndayindia.com](mailto:admin@dayndayindia.com)

[beermohideen@dayndayindia.com](mailto:beermohideen@dayndayindia.com)



written permission of the company. You shall hold yourself in readiness to perform any duties required of you by your superiors to the best of your ability.

- You are eligible for EPF , ESI ,Bonus, Leave encashment and Mediclaim.
- **Resignation:** You may cease your employment with the company by providing the company with a written notice of 2 month indicating your interntion of resigning from the company. The Company May, at its discretion ,either waive such notice period or require you to serve out the same. The Company has the right to recover any funds owed by you to the company and you agree that such funds can be withheld from any final payment owed to you
- **Termination:** The Company may, at any time and for any reason terminate your employment by providing you with a written notice of 10 days.

We have pleasure to have you on our organization and we sincerely hope that your close collaboration with our organization will be beneficial to both of us.

If you are agreeable to the afforded terms and conditions, please return the duplicate copy of this letter with your signatures thereon.

Yours faithfully,

DAY 'N' DAY SERVICES (P) LTD

Manager -HR



I have understood the terms and conditions of employment and the implications thereof. I hereby accept the aforesaid terms and conditions and agree to abide by the same.

SIGNATURE OF EMPLOYEE

Date: 3 - 10 - 2023





**Management Consultants Private Limited**

Chamiers Towers, 8th Floor, East Wing,  
Door No.37/26, Chamiers Road,  
Teynampet, Chennai - 600 018  
Phone: 044 42016776  
Web: [www.buildhr.co.in](http://www.buildhr.co.in)

*Making Success Stories in People Management*

**02 May 2023**

**Mr. SENTHILKUMAR V**  
1/316, West Street, Aviyoor(PO),  
Karaipatti(Tk),  
Virudhunagar,  
TamilNadu -626106.

Dear SENTHILKUMAR V,

We take pleasure in inviting you to be part of BuildHr. Based on the discussions and sharing of our business objective, you will join as **Associate HR Compliance** on or before **01-June-2023**.

You will be part of the team, building on the values required for the long-term success of the organization. You will be the mirror of the organization in developing and role model ethics and values which we think will support the creation of 'Culture of Excellence' within the organization.

**Our Vision** is to be the most trusted service partner for Small, Medium Enterprises (SME's), Family Managed Businesses (FMB's), Start Ups and large scale enterprises for building:

HR capabilities  
Organizational and business process capabilities

**Our Goal** is to enable our clients to:

- Manage HR as a strategic asset and a source of competitive advantage.
- Enable a high performance work system consisting of robust organizational policies, business processes and systems and significantly contribute to the value creation process.
- Enhance people capabilities and support them to channelize their full potential towards individual and organizational successes.
- Quantitatively demonstrate HR contribution to the organization's results and bottom – line profitability.

9

BuildHr/AO/CND296

P. Shabarish

20D2281

2013091036328

**Human Resources**

Block 12  
DLF Info City Chennai Ltd – SEZ  
1/124, Shivalji Gardens, Manapakkam,  
Mount Poonamallee Road,  
Ramapuram,  
Chennai – 600 089

**Registered Office:**

B6, 7th Floor of Nirlon Knowledge Park,  
Goregaon (East), Mumbai – 400 063  
CIN No: U72900MH2009FTC192938  
T +91 22 2653 2160  
F +91 22 2653 2215



**Citicorp Services India Private Limited**

21/07/2023

Shabarish Paramasivam

No. 12/23, Rajagopal Street, Chintadripet

Chennai, Tamil Nadu 600002

Dear Shabarish,

We would like to thank you for giving us the opportunity to meet with you, and discuss a possible employment opportunity with Citicorp Services India Private Limited (hereinafter referred to as 'Citi').

We are pleased to make an 'Offer' to you on the following terms and conditions, which will govern your employment with Citi and will be effective from your date of joining Citi.

- Career Level: C04
- Location: CHENNAI
- Entity/Group: Citicorp Services India Private Limited
- CTC (INR)\*: 427,469

\* For the details of your compensation i.e. CTC please refer Annexure.

Upon your acceptance of this Offer, and subject to successful completion of all pre-requisites to the satisfaction of Citi, your initial appointment will be at Special Economic Zone Unit of the Company at Block 12, DLF Cybercity, Chennai – SEZ 1/124, Mount Poonamallee Road, Manapakkam, Chennai 600089. The effective date of your joining will be as mutually agreed upon.

You shall comply with and abide by:

- a. all policies of Citi (and changes/revisions thereto effected from time to time),
- b. the Code of Conduct for employees and changes/revisions thereto effected from time to time, as applicable to your grade, during the course of your employment with Citi.

During the course of your employment with Citi, you will work exclusively for, and in the interest of, Citi and maintain confidentiality as to the business of Citi and its customers, as required by Citi. You will not associate yourself in any activities which in the opinion of Citi are harmful or detrimental to the interests of Citi.

You are not entitled to be employed with another employer or be interested directly or indirectly in any other business or vocation.

Citi shall have the right, but not the obligation to transfer/second you, as the case may be, to any function, business group, any other location within India, or to its affiliate and subsidiary organizations, at any time in the future.



COMCAST



**Shakira A S**  
**CONTRACT**

**VALID UPTO : 31-12-2023**

A handwritten signature in black ink, appearing to read 'Shakira'.

**Authorised Signatory**



August 07, 2023

**Ms. Shalini Ravi**  
**No;21, Shivan kovil south mela veedi**  
**Villivakkam, Chennai - 600049**

**Dear Shalini,**

Welcome to Lumina Datamatics, the 5<sup>th</sup> largest company in the eContent and eCommerce space worldwide with operations spread over three geographies, viz. India, Europe and USA. **Lumina Datamatics** is a trusted partner to several Fortune 500 companies in the global publishing and retail industries, addressing their needs in content, technology and commerce.

This has reference to your application and subsequent interviews you had with us. We are pleased to offer you the role of **“Trainee Editorial Assistant”** in the grade **“TR”** at our Chennai location.

On Joining, your all-inclusive Cost to the Company (CTC) will be **Rs.264000/-** per annum (subject to deduction of tax and other statutory payments as may be applicable) as per Annexure A.

This employment is subject to **professional reference checks and documentary evidences** of your previous employments. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

You are required to join the services of the Company at the earliest, but in any case not later than **August 09, 2023**.

You shall be given a detailed letter of appointment on the date of joining. Please sign and return the duplicate copy of this letter as an acceptance of the offer.

Thanking you and looking forward to having you with us.

Yours truly,  
For **Lumina Datamatics Limited**



**Vivek Viswanathan**  
**Deputy General Manager - Human Resources**

**I agree and accept employment and will report for duty on \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**



Most Preferred  
Workplace Award  
2023-2024



Excellence in  
Customer Service  
Award 2023



Tamil Nadu Best  
Employer Brand  
Award 2022



IMC Digital  
Technology  
Award 2020

**Lumina Datamatics Limited**

12th Floor, Phase II (Crest), Ascendas International Tech Park, CSIR Road, Taramani, Chennai – 600 113, Tamil Nadu, India.

**Regd. Office:** Unit No. 117-120, SDF IV, SEEPZ-SEZ, Andheri (East), Mumbai – 400 096, Maharashtra, India.

CIN: U22220MH2007PLC322853



# Brakes India Private Limited

Brake Division, Padi, Chennai - 800 050.

TIME CARD CUM WAGE SLIP

FACTORY REG. No. TVR 850


Name : Shiyam Sundar L  
Employee No: 69764  
Pay period : 01.08.2023 - 31.08.2023  
Location : Central Departments - LV  
Department : P&HR-Admn  
Pay Location Padi - Trainees  
Company : Brakes India Private Ltd  
Designation: Graduate Apprentice

Account No.	Earnings	-	Deductions	+	Adjustment	Take Home Pay
50100608211146	17,926.96	-	100.00	+	0.00	17,826.96

Earnings		Deductions		Form 16 Summary	
Basic	9,550.00	Canteen Recovery	100.00	Gross Salary	138,923.11
House Rent Allowance	4,800.00			Balance	138,923.00
Transport Allowance	950.00			Std Deduction	50,000.00
Monthly Special Allowance	1,000.00			Aggrg Deduction	50,000.00
Public Holiday Payment	626.96			Incmm under Hd Salary	88,923.00
Attendance Incentive	1,000.00			Gross Tot Income	88,923.00
				Total Income	88,923.00
<b>Total</b>	<b>17,926.96</b>	<b>Total</b>	<b>100.00</b>		

Time Details	Loan Details	Other Details
EL Quota Opening Balance EL Quota Closing Balance		PF Number Pension Number PAN UAN
Worked Days 01/08-31/08 26.00		Date of Joining 19.07.2023 Father's Name Lakshmi Narayanan R SCCS M.No
Leave Days 01/08-31/08		

Credit to your Bank Account on 04/09/2023

  
SIGNATURE OF MANAGER





**SHREENISHA MAGESHWARAN**

**AJP29556**

**Operations**



**coronis**

ajuba

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

Date: 04/08/2023

**Shubham Kumar**

**C11885835**

**Kalpana Flats 2nd floor S-1 Door NO:17 & 17A of Venkateshwara Nagar Kolathur chennai-600099**

**8925090897**

Dear **Shubham Kumar**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

22-Aug-2023

C8295382



*\*For Accenture use only*

**Shyam sundar Gajendran**  
96/31 south Jagannatha Nagar 1st main road villivakkam, Chennai,600049 600049  
Management Level - 13  
Sublevel - 3

**Job Profile - Finance Process & Ops New Associate**  
**Job Family Group - Business Process Delivery**  
**Business Deal - Non Contact Center**

Dear Shyam sundar,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Chennai, India as per the below terms and conditions.

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion; elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

Reference Id: 6a542cc5-d8ba-420f-91d5-a5637a97ab11\_2  
Signed By: JAL RUMI MASTER

*Shyam Sundar Gajendran*



In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

As a general requirement employees will be expected to work from office in the location tagged to their role Tagged or base locations (unless changed) will be considered for all administrative & operational/official purposes, irrespective of any exceptions to work from remote. Exceptions, if any/granted, will be interim and temporary, and will be subject to review with HR/business, and based on your role, business, and client expectations. The Company reserves the right to ask you to come to office locations pursuant to our business needs and customer requirements. This offer is contingent to the above-mentioned agreement.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 211120** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

**Shyam sundar**, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **priscilla.mark** at **9566851372** should you have anything you would like to discuss further.



We believe you have a successful career ahead of you and look forward to your joining us  
Yours sincerely,



Jal  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED

SHYAM SUNDAR G1

[Insert full legal name]

Date 01.09.2023

Candidate's signature G1 Shyam Sundar

**ANNEXURE 1**

Your compensation is as mentioned below.

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 182000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 182000	INR 211120

(C)#Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 3000
Notional Insurance Premium paid by Company	INR 13700

(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 2700 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

\*\*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of INR 182000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.


- Variable Bonus: You will be eligible to participate in the FY23 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

6/28/2023 6:20 PM 



**Benefits applicable for current Company financial year:**

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 and any under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

- Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

#### GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

#### General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.



ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have (a) terminated my employment with any current/previous employer and any other employment or contractor relationships, and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED

SHYAM SUNDAR G

[Insert full legal name]

Date 01-09-2023

*Shyam Sundar G*

#### ANNEXURE 4

#### REQUIRED DOCUMENTATION

- 1 Two passport size copies of your recent photograph
- 2 Copy of highest education certificates
- 3 Copy of any mark sheets (Last semester mandatory)
- 4 Relieving Letters from previous employer
- 5 Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
- 6 If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
- 7 Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

*G. S. Srinivasan*



# HR Communication

Dear Sneha,

Congratulations! Subsequent to the various rounds of interactions we had, it's great pleasure to offer you the position of **Associate Subject Matter Expert** ,(Grade – B1), at MPS Ltd. We expect you to join **latest by 09<sup>th</sup> October'23** at our Chennai Office. **Your CTC would be INR 2,75,000 per annum.** We are very confident that you will find the role challenging and satisfying.

Please report to the below at **10:00 am on 09<sup>th</sup> October'23.**

**MPS Limited**

RR Tower -4 | Super-A, 16 &17 4th floor

TVK industrial Estate | Guindy | Chennai | 600032

**Landmark Mahindra car service centre, Labour colony Church.**

<https://goo.gl/maps/giEzjWWFSERFPMF6>

**Contact Person** : Ramachandran J | Mobile: 9884663550

**Documentation Required:**

Please carry the below mentioned documents at the time of joining.

1. 5 passport size-Coloured photographs with White background.
2. All educational certificates.
3. Appointment letter/Salary certificate/Pay-slip from previous employer (as applicable).
4. Relieving Letter/Copy of Resignation Letter (Last Employment) - (as applicable).
5. Identity Proof (Aadhaar Card & PAN Card) are mandatory.
6. Please bring if you have -ICICI or HDFC /Cheque leaf, IFSC code.

Please feel free to call me back for clarifications if any. Looking forward to having you on board soon. Please note, this offer is subject to successful completion of professional reference check & feedback and/or background verification through an independent third-party agency. In case of any negative feedback or concern, or incorrect representation of information provided / to be provided to MPS by you. MPS has all rights to amend or revoke this offer or terminate your employment at any point of time.

Please also note that your appointment will be subject to production of all the documents before joining date.

Kindly reply stating your acceptance to the offer with joining date.

Regards

Human Resources | MPS Limited



Excellence



Empathy



Efficiency

**MPS**

**July 26, 2023**

**Dear Soniya R C,**

This refers to your application for employment and the subsequent interviews & discussions you had with us.

We are pleased to extend an offer of employment as **Process Executive** with Redserv Global Solutions Limited (a Redington Company), based at our **Chennai Office**.

Your total CTC will be **INR. 260000/-p.a.** as detailed in the enclosed Annexure - I. This will be the cost to company (CTC) including all the components of the salary and subject to deduction of taxes as applicable.

You are requested to report at the above-mentioned office and take up your responsibilities on or before **27-07-2023**. Should you be unable to join by this date, the offer will stand withdrawn, unless an extension is communicated to you in writing.

Upon acceptance of this offer by you, we will be sharing the link for completing the pre-joining documentation formalities, which needs to be completed before your date of joining.

A detailed appointment letter with specific terms and conditions of employment will be handed over to you on the date of your joining, subject to you having completed the above documentation procedure.

This offer of employment is conditional and subject to satisfactory background verification report.

We look forward to welcoming you to the Redserv Global Solutions (a Redington Company) and wish you a great career with us.

**Yours Sincerely,**

For **Redserv Global Solutions Private Limited,**



**Prathibha S**  
**Senior Manager - HR**

**Offer Accepted and Acknowledged**

---

**Soniya R C**

July 26, 2023

**Annexure - Compensation Sheet**

	COMPONENTS	P.M (₹)	P.A. (₹)
<b>Monthly (A)</b>	Basic	10833	130000
	HRA	5417	65000
	Special Allowance	3113	37352
<b>Sub-Total (A)</b>		<b>19363</b>	<b>232352</b>
<b>Annual (B)</b>	LTA	-	-
<b>Sub-Total (B)</b>		<b>-</b>	<b>-</b>
<b>Retirals (C)</b>	PF	1674	20088
	ESIC	630	7560
<b>Sub-Total (C)</b>		<b>2304</b>	<b>27648</b>
<b>Fixed CTC (A+B+C)</b>		<b>21667</b>	<b>260000</b>
<b>Variable (D)</b>		<b>-</b>	<b>-</b>
<b>Total Cost to Company(A+B+C+D)</b>		<b>21667</b>	<b>260000</b>

**Description and Broad Guidelines Applicable for all Compensation Related Items**

Monthly (A)	<ul style="list-style-type: none"> <li>All components will be paid as part of monthly salary subject to appropriate deductions including income tax &amp; professional tax.</li> <li>Employees can claim appropriate tax exemptions by submitting valid proof.</li> </ul>
LTA (B)	<ul style="list-style-type: none"> <li>Leave travel allowance can be claimed annually by the employee as per policy.</li> </ul>
Retirals (C)	<ul style="list-style-type: none"> <li>The amount mentioned is the company's contribution towards Provident Fund. An equal amount will be deducted from the salary and remitted to your PF account with RPFC (Regional Provident Fund Commissioner) in accordance with the Employees PF Act, 1952.</li> <li>The amount mentioned is the company's contribution to ESIC calculated at 3.25% of Sub-Total (A). Employee's contribution of 0.75% of Sub-Total (A) will be deducted from the salary in accordance with the Employees State Insurance Act, 1948.</li> </ul>
Insurance Benefits	All employees are eligible for insurance benefits under Group Health Insurance, Personal Accident, and Term Life. For further details you may reach out to our HR team.

For **Redserv Global Solutions Private Limited,**



**Prathibha S**  
Senior Manager - HR





# ISWARYA HEALTH PRIVATE LIMITED

No:- 13, 1<sup>st</sup> Main Road, Kasthuriba Nagar, Adyar, Chennai, Tamilnadu - 600020

## APPOINTMENT LETTER

Date: 01.07.2023

Dear Mr. Sanjai,

With reference to your application and the subsequent interview you had with us, we have pleasure in your appointment at **Iswarya Health Private Limited.**, in the position of Junior Embryologist details of your terms and conditions with the hospital are listed below;

Branch Name : Adyar  
Designation : Junior Embryologist  
DOJ : 01.07.2023  
Monthly Compensation : 15,000/- Consolidated Pay  
Work Timings : According to duty roster  
Notice period : 2 Months  
Immediate Relieving : 2 Month's Salary has to pay

On behalf of everyone at Iswarya Health Private Limited, I would like to welcome you to the team and wish you the best of luck in your job.

For **ISWARYA HEALTH PRIVATE LIMITED**



Authorized Signatory



# Interstellar Testing Centre Pvt Ltd

(NABL, FSSAI, APEDA, BIS, MOEF&CC, SPCBs, AGMARK, NABET,  
ISO, OHSAS, GLP, DRUG CONTROLLER, AYUSH, ESI  
DELHI, AIRFORCE DELHI Approved and Others)

Plot no. 86, Industrial Area, Phase-1, Panchkula-134109 (Haryana)

Email: [customersupport@itclabs.com](mailto:customersupport@itclabs.com)

GSTIN: 06AAECI0497E1ZP & HSN/SAC Code: 998346

REF: ITC/HR/OL/0923/001

Date: 05-09-2023

Mr. B.S. NIRANJAN DASS

No: 43A 5t h cross street K. C .Garden TVK Nagar Chennai - 600082

SUB: OFFER LETTER

Dear Mr. B.S. NIRANJAN DASS,

This has reference to your application for employment in our company and the subsequent interview you had with us. We are pleased to offer you the position of Trainee – Microbiology Department In Interstellar Testing Centre Pvt, Ltd based at **Chennai**, on the terms and Conditions as follows:

1. Your remuneration package, including prerequisites will be given at Annexure -1
2. This offer is valid from the date of your joining, which should not be later than 06<sup>th</sup> September 2023. You will be issued a formal appointment letter with defined terms & conditions upon joining the Company.
3. Kindly handover below mentioned essential documents at the time of joining or forward the same to  
Enable us to issue you the appointment letter:A. Qualification Certificate (10th, 10+2, Higher Education), B. Identity Proof (Aadhar Card, Pan Card),C. NOC From previous Employer/ Relieving Letter, D. Salary Slip (Last Three Months) and Bank account number (if any), E. UAN Number (If Any) ESIC No) If Any), F. Experience Certificate (All Previous Employers), G. Colour passport size Photo graphs – Four copies
4. This offer is subject to reference check and submission of 'A Medical Fitness Certificate from a Registered Medical Practitioner and all above required document at the time of joining.
5. You are advised to bring your Original Certificates for verification.
6. Your performance will be reviewed on monthly basis. The company shall have the absolute right to terminate your services without any notice period in case of unsatisfactory performance.
7. Any omission, inaccuracy or failure to disclose all the relevant particulars and information with respect to Personnel Records tendered by you, may be deemed sufficient reason to withhold or suspend this offer. Kindly sign the duplicate copy of this letter as a token of your acceptance of this offer and send it back to the undersigned for record.

Yours faithfully,

**Mr. Gurudatta Panda**

**Dy. Manager HR**

ITC Labs, PVT LTD

I confirm having read and understood the above terms & conditions and promise to abide by all the terms

& conditions as specified above.

Signature of the candidate \_\_\_\_\_.



## INLEAD MANAGEMENT SERVICE

93/ 26 Kalaignar steert, Indra Nagar, Pattur, Chennai - 600122

INL/LOEY23/OL/001

25-April-2023

Dear Vasanth T,

Congratulations!

We were impressed by your credentials both personal and professional during your recent meeting with us. Accordingly, we invite you to join us as Trainee with salary of 12k per month for a month and the same will be revised 15k from the following month. The pay is consolidated. INLEAD MANAGEMENT SERVICE do not provide insurance coverage, medicals, HRA.

Your joining date will be mutually agreed upon and will be not later than 1-May-2023. You will be provided with a detailed training on Quality Audits in food industry for a period of 3 months. Based on your performance company will decide whether you can be observed as an employee in INLEAD MANAGEMENT SERVICE or not. Building our company's success for the next phase of growth is directly attributable to the talented and experienced leaders like you – who are key in accelerating our growth and improving our position in the marketplace. We will be in touch with you for the joining and on boarding processes and should you have any queries, please feel free to reach out to us.

Vasanth T, I thank you for accepting our offer to join the team here at INLEAD MANAGEMENT SERVICE and look forward to sharing our success with you. Please return the copy of this letter duly signed as a token of your acceptance.

INLEAD MANAGEMENT has full rights to terminate you without any reason. If you want to resign the job, you have to serve for 1 month notice period after submission of resignation or you need to pay 1 month salary on compensation.



VASANTH.T



KAREEM SIRAJ  
MANAGING DIRECTOR  
INLEAD MANAGEMENT SERVICE  
93/26, KALAINGAR STREET  
INDRA NAGAR  
PATTUR - 600122



Dear Ms. Pradiksha,

With reference to our interview, discussions and your limited probationary period with us, we are pleased to offer you for the position as "Quality Control Executive – Central Kitchen" in our organization "ARZ Food Ventures Pvt Ltd", effective from 01<sup>st</sup> October 2023.

The details of our offer, including the terms and conditions of your employment, are attached as Schedule "A."

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both ARZ Food Ventures Pvt Ltd, and yourself with respect to your employment conditions, and is governed by the laws of the land. It details the terms and conditions of your employment with ARZ Food Ventures Pvt Ltd and will form your employment contract with you, once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner. You can retain the original letter with you.

We welcome you to the ARZ Food Ventures Pvt Ltd's team and wish you a successful and rewarding career with us.

Sincerely,



A M Asma Zeenath

Director



\*\*\*\*\*

Acknowledgement

I, Pradiksha, acknowledge that I have read, understood and accept this offer and the terms and conditions contained in the attached Schedule(s), and agree to be bound by the terms and conditions of employment as outlined herein.

Schedule A

ARZ Food Ventures Pvt Ltd

## Terms and Conditions of Employment

The following outlines the terms and conditions of your employment with ARZ Food Ventures Pvt Ltd., The Company reserves the right to change these terms and conditions as necessary, with due notice.

Name	Ms. Pradiksha,
Job Title	Quality Control Executive - Central Kitchen.
Salary	Rs 15,000/- Per Month
Date of Joining	04-05-2023
Hours of Work	You are expected to work 6 days per week. Overtime may be essential and it is important to be willing until the job is completed, whatever time that may be.
Policies and Standards	ARZ Food Ventures Pvt Ltd has established a variety of policies and standards that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards, and any future policies and standards that are reasonably introduced by the ARZ Food Ventures Pvt Ltd. It is agreed that the introduction and administration of these policies is within the sole discretion of ARZ Food Ventures Pvt Ltd and that these policies do not form a part of this Agreement. It is agreed that if ARZ Food Ventures Pvt Ltd introduces, amends or deletes employment-related policies as conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement.
Infrastructure Usage	All hardware, software, equipment's, accessibility and other infrastructure provided to you during your employment with ARZ Food Ventures Pvt Ltd, should be used purely for official purposes alone. Upon termination of services, it should be duly returned. Discrepancies in this can lead to stringent action.
Non Solicitation	You hereby agree that, while you are employed by ARZ Food

	<p>Ventures Pvt Ltd, and for one (1) year following the termination of your employment with ARZ Food Ventures Pvt Ltd, you will not (i) recruit, attempt to recruit or directly or indirectly participate in the recruitment of, any ARZ Food Ventures Pvt Ltd employee or (ii) directly or indirectly solicit, attempt to solicit, canvass or interfere with any customer or supplier ARZ Food Ventures Pvt Ltd in a manner that conflicts with or interferes in the business of ARZ Food Ventures Pvt Ltd as conducted with such customer or supplier.</p>
Representation	<p>You hereby represent and warrant to ARZ Food Ventures Pvt Ltd, that you are not party to any written or oral agreement with any third party that would restrict your ability to enter into this Agreement or the Confidentiality and Proprietary Information Agreement or to perform your obligations hereunder and that you will not, by joining ARZ Food Ventures Pvt Ltd Ltd, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.</p>
Resignation	<p>Should either of the parties, the company or yourself decide to end your alliance with ARZ Food Ventures Pvt Ltd, you will be required to give/be given 6 weeks' written notice to enable smooth transition of your work.</p> <p>In case of your inability to serve the specified Notice Period, the Basic/Gross Salary for the no. of days in the 6 weeks duration that will not be served will have to be borne and paid by you to ARZ Food Ventures Pvt Ltd to compensate for the loss of a smooth transition and the loss of timeframe to find a suitable replacement. The amount calculated will be duly deducted from your last and final settlement.</p> <p>Whereas, if the management feels fit to terminate your employment before the completion of your notice period, for any reason whatsoever, ARZ Food Ventures Pvt Ltd has the complete authority to do so without having to pay for the remainder of the Notice Period that was not served.</p>



Schedule B

Job Description

Job Title : Quality Control Executive - Central Kitchen.

Reports to : M Mohamed Ali - Director

Duties and Responsibilities:

1. Quality Control Procedures:

- Develop, implement, and maintain comprehensive quality control procedures for the central kitchen.
- Establish and enforce standard operating procedures (SOPs) related to food handling, storage, cooking, and packaging.
- Conduct regular audits to ensure compliance with quality control standards.

2. Food Safety and Hygiene:

- Ensure strict adherence to food safety and hygiene regulations, including HACCP (Hazard Analysis and Critical Control Points) guidelines.
- Monitor food storage, handling, and preparation practices to prevent contamination and ensure proper sanitation.
- Conduct regular inspections of the central kitchen and equipment to identify and resolve any potential food safety hazards.

3. Product Quality Assurance:

- Develop and implement quality assurance programs to evaluate the sensory attributes and consistency of food products.
- Conduct regular product evaluations and organoleptic tests to ensure adherence to predetermined quality standards.
- Collaborate with the culinary team to address any quality-related issues and develop corrective action plans.

4. Documentation and Reporting:

- Maintain accurate and up-to-date records related to quality control activities, inspections, and audits.
- Generate comprehensive reports highlighting quality trends, non-compliance issues, and recommendations for improvement.
- Communicate findings and recommendations to relevant stakeholders, including management, culinary teams, and suppliers.

5. Training and Compliance:

- Provide training and guidance to kitchen staff on quality control procedures, food safety protocols, and hygiene practices.



- Conduct regular training sessions to ensure awareness and compliance with quality standards.
- Stay updated with industry trends, regulations, and best practices related to food safety and quality control.

**6. Continuous Improvement:**

- Identify areas for improvement in food quality, processes, and operational efficiency.
- Collaborate with cross-functional teams to implement corrective actions and enhance process control.
- Monitor customer feedback and incorporate it into quality improvement initiatives.

Besides the above the management will advise on certain additional jobs which will be aligned to the function you are working to and the same will be part of your job function.

IN WITNESS WHEREOF, ARZ Food Ventures Pvt Ltd has caused this Agreement to be executed as of the 01<sup>st</sup> October 2023.

\_\_\_\_\_  
Signature

Witness Name	
Witness Signature	



**Bajaj Capital Limited**  
[CIN: U67120DL1965PLC004338]  
**Registered Office:** Mezzanine Floor, Bajaj House,  
97, Nehru Place, New Delhi -110019, India  
**Correspondence Address:** Novus Tower,  
1st Floor (East wing), Plot No. 18, Sector-18,  
Gurugram, Haryana 122015  
email: info@bajajcapital.com  
email: dp@bajajcapital.com\*  
www.bajajcapital.com

PRIVATE & CONFIDENTIAL

Conditional Pre-Placement Offer Letter

Date: 02<sup>nd</sup> March, 2023

**Srinivasan P**  
N 24A O 29A,  
1<sup>st</sup> Street  
Arunachalam Nagar,  
Choolaimedu,  
Chennai - 600094

**Dear Srinivasan P,**

Congratulations!

We hereby confirm your selection in Integrated Diploma in Wealth Management (hereinafter referred to as "the Program") by the International College of Financial Planning in association with Bajaj Capital Limited (hereinafter referred to as "the Organization" and includes any of its subsidiaries, affiliates, group companies)

We are pleased to extend you an offer for the post of "**Officer-Wealth**" upon joining BAJAJ CAPITAL subject to your successful completion of the above-mentioned program.

Selection

You will be evaluated on various parameters during the program, and you are required to clear all the evaluations to get the final diploma & certifications to become eligible.

Your further absorption in the Organization will be subject to the successful completion of the Diploma program (including NISM certification) and authenticity and correctness of the information, preliminary documents (if any) provided by you about your education, experience, etc.

SEDI Registration No: Merchant Banker (INM000010544), DP (DP:IN-DP-NSDL-267-2006), BSE - Equity (INZ000007732)  
PFRDA Registration No: I2092018

Over 150 offices nationwide | Serving 10,000 Investors | Since 1965  
7-Times recipient of CNBC TV 18 Best Financial Services Award (Retail) including 2017-18  
Great Place To Work 2012 | The Economic Times Best BFSI Brands 2016

\*For any DP related grievances

www.bajajcapital.com

## Appointment Letter

Date:19-JUN-2023

To,  
Mr.Sriram

Dear,

Based upon your application and subsequent interview, we are pleased to offer you the position for the post of **Scientific Sales Executive in Procure(Sales Division of Mankind Pharma LTD.)** on the following terms and conditions read with Mankind Code of Conduct and Policies.

1. **Date of Joining** : **16-JUN-2023**
2. **Designation** : **Scientific Sales Executive**
3. **Department** : **Sales**
4. **HQ** : **Chennai**
5. **COMPENSATION STRUCTURE:** You shall be placed in the appropriate band / responsibility level of the Company, and shall be entitled to compensation (salary and other applicable benefits) as specifically detailed in Annexure 1. Please note that the same is as governed by the rules of the Company on the subject, as applicable and/or amended hereafter.
6. **COMPANY RULES IN GENERAL:** You will be governed by the rules and regulation of the Company now in force and as revised from time to time.
  - a). The emoluments/benefits due to you shall be liable/ subject to tax in accordance with the provisions of the Income Tax Act and Rules made thereunder and any other legislation applicable in this regard and as may be in force from time to time.
  - b). In the matter of Provident Fund, E.S.I., Employees' Pension Scheme, Gratuity etc, you shall be governed by the Rules and regulations of the division and statutory provisions, if any, which are in force from time to time. Payment of Bonus (Including Special Bonus) is governed by Payment of Bonus Act 1965 as amended.
  - c). You shall be covered under Group Personal Accident Policy.
  - d). If at any time during the period of your employment you are found to be dishonest, disobedient, Intemperate, Irregular in attendance or at work or commit a breach of the terms of your employment, the Division shall not withstanding anything to the contrary that may be contained herein, be entitled to terminate your employment forthwith without any notice whatsoever or payment in lieu of notice and may deduct without prejudice to any of the rights and remedies which the Division may have against you from the emoluments, if any, then due to you, the amount of any loss the Division may have sustained has occurred shall be final, conclusive and binding upon you in all respects and shall not be questioned by you on any grounds whatsoever.

cont....2

FOR MANKIND PHARMA LTD.

Self-Attested \_\_\_\_\_



Authorised Signatory

### MANKIND PHARMA LTD.

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- In the event of your being found indulging in any acts of omission or commission constituting a misconduct including unwelcome physical contact and advances and/or a demand or request for sexual favours, and/or sexually coloured remarks/jokes, and/or showing pornography and/or any other physical, verbal or no-verbal Conduct of a sexual nature, which will tantamount to an act of moral turpitude, the Division has the right to suspend you, pending issue of charge sheet and inquiry and till its final disposal without any salary and allowance
- e) For the purpose of counselling, you may be called upon to stop working in the field and attend counselling sessions by your superiors as and when called upon to do so or at H.O.
  - f) You will be discharging your duties diligently and sincerely and will not divulge any secrets of the Division or its trade which may come to your knowledge during the course of your employment with the Division.
  - g) You shall not publish or cause to be published any publication or contribute to any article or review to any newspaper, magazine or book, brochure or pamphlet or other publication in any way related to or concerning the Division's products or policies without prior clearance from the Division.
  - h) You will not borrow or collect any money on Division's account from any dealer or doctor or other party. You shall not accept or undertake to accept either directly or indirectly any gift, commission or other favour of any kind whatsoever in connection with your work without the prior consent of the Division.
    - i. You will undertake to adhere to such scheme/procedures as the Division may at its sole discretion introduce/withdraw/alter/modify from time to time.
    - ii. You shall maintain normal disciplines and decorum while attending doctors, customers and in briefings, cycle meetings, etc.
    - iii. In the event of your failure to fulfil all the above obligations, the Division shall be at liberty to treat you as absent from fieldwork unless all working reports are completed to the satisfaction of your superiors.
  - i) Non-submission of DCR/non-submission of leave application/false reporting of calls in DCR and false claim through Tour Expense Statement is a serious misconduct which will render you liable for severe disciplinary action.
  - j) It is ordinarily presumed that this contract of employment is renewed from time to time till you reach the age of superannuation on the understanding that your performance in the job is satisfactory and acceptable in all respects. You will be advised from time to time about your performance especially, if and when, it falls below satisfactory level. If the Management finds that you are incapable of performing the job/jobs assigned to you, in spite of best efforts on your part, the Management will be at liberty to terminate this contract of employment at any time on giving one month's notice or salary in lieu of such notice. In other words, it will be presumed that the contract has not been renewed from the date of such termination.
  - k) You will be provided with necessary promotional material, identity/visiting cards, product literature, training manuals, stationery etc. In the event of your leaving the Division by way of resignation, retirement, termination or any reason whatsoever, you shall return all the Division's property in your possession such as and including printed stationery, unutilized samples, visual aids, detailing folders, guidebooks, promotional material, gadgets, detailing bag, identity cards, No Due Certificate from all stockiest, imprest, cash/advance, if any, and/or any other articles to the person nominated by the Division and your dues shall be settled only on receipt of the Division's property. In case of you fail to return the company's property including NO Dues Certificate, within 30 days from the date of relieving or the time prescribed under the applicable laws (whichever is less), the company shall recover the amount from your full and final settlement dues, without further reference / notice to you.
  - l) You shall neither assign nor pledge to third parties including Wholesalers/C&F Agents, any financial or other benefits to which you are entitled under the terms of the Offices Employment/ Agreement/ Contract with the Division.

**FOR MANKIND PHARMA LTD.**

Self-Attested: \_\_\_\_\_

**MANKIND PHARMA LTD.**

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Authorised Signatory



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- m) If at any time, the Management is not in a position to provide you work for trade reasons or business exigencies you may be laid off from work for reasonable time without any leave or compensation.
- n) If any question of interpretation of any terms/conditions of your appointment/employment arises, the Division decision shall be final and binding on you.
- o) You are required to submit the following documents on or before your date of joining.
- Certificate in support of the qualifications mentioned by you in your application.
  - Certificate supporting your date of birth/School leaving certificate.
- p) You shall communicate to the division if there is any change in your address as well as personal status. All communications sent to you in normal course at the address given shall be deemed to have been served on you.
7. **DOUBLE EMPLOYMENT:** You are not allowed to work in any other place / Office / area for any remuneration while working in company's service for full time, nor shall hold any business, directly or indirectly.
8. **RULE REGARDING CONFIRMATION:** You will not be deemed to be permanent in the services of the Company unless you are so confirmed in writing. The aforesaid period can stretch from six month to one year and can also be extended at the discretion of the company. During this period:
- If anything will be found unethical you will be terminated without any prior notice or without assigning any reason.
  - You will not be entitled for any leaves except sick leave for which you have to provide medical certificate, but in other cases leave availed shall be counted as leave without pay.
- At the time of probation your performance will be under the review and if at any time it is found that your performance is unsatisfactory, your services can be terminated after giving you a notice period of 24 hrs.**
9. **AREA OF ACTIVITY AND TRANSFER:** Your headquarter for the time being will be as mentioned above. Such territory as may be assigned to you by the Management. You are liable to be transferred, without any additional compensation, to any Area/Territory, other division of company in India whether existing or formed in future as the Management may from time to time deem necessary at their sole discretion. Your refusal to such transfer or in case you fail to report for duties at the transferred place will be considered, as your unwillingness to serve the company, and in such case, Management will be free to terminate your services by giving 24 hrs notice, provided that no such notice **shall be required to be given if your services are terminated when you are on training** (probation).
10. **RETIREMENT:** Without prejudice to any other rules and regulation of the company and any laws, you shall retire from the service of the company on completion of 25 years of continuous service with the Company or on attaining the age of 60 years. The retirement age can be reduced/advanced in case you are found to be medically or physically unfit or at the absolute discretion of the Company. The date of your birth will be counted by your educational certificates given by you at the time of employment with the company and will be final and binding on you.
11. **ROTATION POLICY:** In the course of service without any prejudice to any other **Rules & Regulations** of the company, you may be asked to promote any product(s) of group or may be transferred to any division(s) of the group. Your unwillingness to accept the opportunity shall be treated disregard to company policy and management is free to take any disciplinary action for this.
12. **MEDICAL EXAMINATION:** You might be asked to undergo medical examination during the course of your employment as and when directed by the management.

**FOR MANKIND PHARMA LTD.**

Self-Attested: \_\_\_\_\_



Authorised Signatory

**MANKIND PHARMA LTD.**

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- 13. MISCONDUCT:** The following acts and omissions will be considered misconduct on the part of field member
- Non fulfilment of rules and regulation of the company.
  - Double employment.
  - Refusing or avoiding transfers.
  - False reporting.
  - Unauthorised Social Media usage w.r.t Company or work
  - Misuse of physician's samples and promotional material.
  - Leaking confidential information.
  - Giving false information in application form and course of employment.
  - Disobeying the instructions or assignments given by seniors.
  - Non-participation in quarterly meeting, indoor refresher course and field refresher courses.
  - Fake billings and claiming expenses which were not borne by you in actual.
  - Bad administration work.
  - Demanding or accepting gifts/money in any form (loan or gift) from doctors / chemists / stockiest / C&F agents with whom the company has business contacts.
  - Indulging in coercive / wrong activities with any doctor / stockiest / dealer or any other employee of our company or any other company with in the establishment of the company or outside it.
  - Refusal for accepting charge sheet, order of suspension, notice & letters.
  - Any other activity which are against moral values.

**If found guilty for any of the above mentioned misconduct, your services are liable to be terminated by way of dismissal without any notice or any compensation whatsoever.**

**14. WORKING DAYS:**

- Working days are from Monday to Saturday.
- You will interview / interact a minimum average 15 doctors everyday keeping in mind the convenience of the doctors. These calls must be made as effective as possible.
- You will post daily reports, expenses statements, sample acknowledge form, market reports, stock & sales statement of your stockist, list of doctors not contacted and any other reports required by your managers / office at the intervals directed by them.
- Visit record should be maintained up to date at all time.
- All letters from the office must be acknowledged and attended to within 3 days from receipt of the letters.
- If the daily reports or other reports are not received by the company within 7 days from their scheduled dates, it shall be considered that you have remained unauthorised absent from work, not entitling you for any payments / remuneration, for the period for which the said reports are not submitted.

- 15. PAID HOLIDAYS:** You will be eligible for ten paid holidays in a calendar year.

**FOR MANKIND PHARMA LTD.**

Self-Attested: \_\_\_\_\_

  
Authorised Signatory

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**16. ENQUIRY & PENALTY:** If anyone is found indulging in any type of misconduct stated above the Management have the right to initiate inquiry for the said misconduct, or you may be awarded with the following penalties depending on the nature & severity of the misconduct.

- Suspension
- Dismissal
- Compulsory Retirement
- Termination
- Withhold of increments or promotions
- Imposition of fine.

The above penalties shall be final, conclusive and binding upon you in all respects and shall not be questioned by you on any grounds whatsoever.

- 17. LOSS OF LIEN:** If you do not join the assigned Head Quarters or you remain absent without prior sanctioned leave in writing from the reporting manager for a continuous period of five days, you will lose your lien on your appointment.
- 18. RESIGNATION:** If you desire to leave the services you shall give one month's notice in writing to the company. If you leave the services without giving one month's notice, the company shall be entitled to deduct One month gross salary from your dues. In case of resignation tendered by you, you will not be relieved of your duties unless the resignation has been accepted in writing by the company and unless you handover complete charge of your job as well as materials, articles and things belonging to the company that may have come in your possession during your employment, to the Management or the superior concerned.
- 19.** You are covered under category "Sales Man" as per Sales Promotion Employees Act. "Sales man" means any person by whatever name called employed or engaged in any establishment for hire or reward to do any work relating to promotion of sales or business as per the sales promotion employees Act, 1976, 2(d).
- 20. JURISDICTION:** You will be governed by Head Office at Delhi. Your salary will be deemed to have been paid at Delhi and for all purpose, your appointment also will be deemed to have made at Delhi. In case of any dispute that may arise between you and the company in connection with any of the matters specified in this agreement, it is specifically agreed and understood by and between the parties that the Courts situated in the city of Delhi alone will have jurisdiction to try and entertain such matters.

You are requested to implement the measures introduced by the management from time to time. Such changes can be in plans, procedures, systems required for the benefit of the company.

We hope this is beginning of your long and prosperous career with us.

Yours Sincerely

**FOR MANKIND PHARMA LTD.**



Authorised Signatory

Self-Attested: \_\_\_\_\_

**MANKIND PHARMA LTD.**

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Nerul West Navi Mumbai - 400706 Ph. : 022 - 68832900



Mr.Sriram  
Scientific Sales Executive  
Sales

**Annexure 1**

Following would be your CTC:

S.NO	SALARY HEADS	MONTHLY (RS.)	ANNUALLY (RS.)
<b>A</b>	<b>FIXED COMPONENT</b>		
1	Basic	9100	109200
2	House Rent Allowance	4550	54600
3	Special Allowance	1350	16200
4	Child Education Allowance	200	2400
5	IMGI	3000	36000
6	Metro City Allowance	2000	24000
	<b>GROSS TOTAL</b>	<b>20200</b>	<b>242400</b>
<b>B</b>	<b>RETIRAL BENEFIT</b>		
7	Gratuity	438	5256
8	PF	1800	21600
9	ESI	699	8388
<b>C</b>	<b>OTHER BENEFIT</b>		
10	Bonus	1064	12768
11	Special Bonus	1300	15600
12	Leave Travel Allowance	275	3300
13	Insurance Premium	25	300
	<b>GRAND TOTAL</b>	<b>25801</b>	<b>309612</b>
<b>IN WORDS</b>	<b>Rs Three Lakh Nine Thousand Six Hundred Twelve Only</b>		

\*You are also eligible for standard daily working allowances as per company policy applicable from time to time in the region of your posting.

Group Mediclaim Policy: Covers Self, Spouse, upto 2 children and 2 dependents subject to the limit defined in company policy.

Group Accident Insurance Policy: Coverage as per Company policy.

Please confirm your acceptance of the salary structure as attached in Annexure-1 by signing and returning this letter in duplicate for our records.

Acceptance: .....

FOR MANKIND PHARMA LTD.

Date: .....



Authorised Signatory

**MANKIND PHARMA LTD.**

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Date: - 06.05.2023

Dear MS Sristy agarwal,

Arihant Maxsell Technologies Pvt. Ltd.is excited to bring you on board as **Junior Inside Sale Executive**.

Please review this summary of terms and conditions for your anticipated employment with us. If you accept this offer, your start date will be 8<sup>th</sup> May 2023, and you would report to Mr. Praveen Raj – at our corporate office – Chennai at 09.00 am.

You will be designated as “**Junior Inside Sale Executive**” for this period. You will be paid **INR 17,250 (Take-home), /-Net Salary (Twenty thousand) + PF + Performance Linked Salary of Rs.3000/- will be added. (75%:25% - Goal: Culture).**

**Note:**

**Probation period- 6 months**

Details and scope of your work will be provided to you on your first day of training at the company. After completion of training, you will be required to submit a copy of detailed report, on which you will move to next level.

Your Training period with our organization will deal with important and sensitive information and confidential record of the company. You will, therefore be required to sign a “Code of Conduct and Secrecy Agreement” of our company on the first day of training.

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the following documents / Credentials at the time of Joining and submit these documents to HR Department on the day you join our organization:

- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from you previous 2 employer
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Certificate from previous employments
- Proof of Address
- Date of Birth Certificate
- Copy of Passport
- PAN card
- Two passport size photographs

At last, we welcome you in Arihant Maxsell Technologies Pvt. Ltd. and wish you a rewarding career.

Request you to please send us your formal acceptance by end of the day so that we can start the formalities. Please feel free to get to contact the undersigned for any kind of query, clarification and further information for better understanding.

For M/S. Arihant Maxsell Technologies Pvt Ltd

(Ms. Usha J)  
(CEO)



**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20233911764/Chennai/BPS/BTN**  
**Date: 11/07/2023**

Mr. Sudarsan L  
4/1273  
Kambar Street  
Anna Nagar, Nathamedu, Pakkam.  
Thiruninravur-602024  
Tamilnadu  
Tel# -

Dear Mr. Sudarsan L,

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

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. 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. **13,000/-** 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.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

**Private and Confidential**  
**TCSL/DT20233911764**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
6<sup>th</sup> Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India  
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>  
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC084781





CorroHealth

*Temporary ID Card*



Emp ID.

VRCM10911

Full Name

Suvarthi.N

Issued Date

27/10/2023

Expiry Date

27/11/2023

Authorised Sign

*S. S.*

**Letter of Intent/Appointment Offer**

Dear **Swetha M**,

Date: 16 Sep 2023

With reference to your application/interview and subsequent discussions you had with us, we are pleased to offer you a position of **Trainee Business Affairs** with Team Lease Services Limited on fixed-term assignment and your date of Joining would be **25 Sep 2023**. Your appointment is subject to confirmation from our client on the selection of your candidature by our client, in accordance with their selection criteria.

Your Monthly & Annual CTC will be INR **25000.00** and **300000.00** respectively. The Management reserves the right to bifurcate or merge the allowances in basic salary. Your work location will be **Chennai**. The job is transferable anywhere within India.

The appointment offer is subject to the information provided by you in your Resume / Bio-data/CV and interviews are correct and valid. Detailed job objectives and salary structure along with appointment letter will be provided upon joining. This Letter of Intent /Appointment Offer does not guarantee employment and shall be valid for two weeks or till the date of joining, whichever is earlier.

You are required to download the TeamLease Mobile App and upload the mandatory documents listed below. Appointment Letter is issued subject to filling all mandatory fields on the Mobile App and uploading the mandatory documents on the Mobile App.

- Copy of Aadhaar Card (both sides).
- Copy of the first sheet of Bank Passbook or canceled cheque (with your name, bank account number, and IFSC clearly printed).
- Copy of highest educational qualification certificate.
- Copy of PAN card.

Link for Android App: <https://play.google.com/store/apps/details?id=com.teamlease.associate&hl=en>

Link for iOS App: <https://itunes.apple.com/in/app/teamlease/id1033421268?mt=8>

Please note that any claims based on the alleged verbal promises by any authority, not a part of this letter, will not be entertained in the future.

Yours sincerely,

**For TEAMLEASE SERVICES LIMITED**

Accepted and Agreed



**Kartik Narayan**  
(Authorized Signatory )

Signature and date:

Name:



July 28, 2023

Ms. Swetha. S  
43/5, 2Nd Avenue, Velmurugan Nagar,  
Kolathur, Chennai-600099

Dear **Swetha. S,**

**Sub: Appointment Letter dated 28th day of July 2023 ("Appointment Letter")**

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **August 01, 2023** or such other date notified in writing to you by the Company ("**Joining Date**") at **Chennai** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

RUCHI DHAWAN  
SHARMA

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4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

RUCHI DHAWAN  
SHARMA

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10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.

RUCHI DHAWAN  
SHARMA

(ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

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- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) Term

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) Termination for Cause by the Company

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) Breach

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) Incompetence, Negligence or Unsatisfactory Work Conduct

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

RUCHI DHAWAN  
SHARMA

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(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one [1]** month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

RUCHI DHAWAN  
SHARMA

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(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

RUCHI DHAWAN  
SHARMA

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

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You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,  
**InterGlobe Aviation Limited**

A handwritten signature in blue ink that reads "Ruchi Dhawan Sharma". The signature is written in a cursive style and is underlined with a single horizontal line.

---

**Ruchi Dhawan Sharma**  
**Vice President and Head - Human Resources (AOCS, Eng., Cargo, ER)**

**Agreed and Accepted**

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

---

**Swetha. S:**  
**Date:**

RUCHI DHAWAN  
SHARMA

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**Annexure A: Total Rewards Statement**

Name: Swetha. S  
 Designation: Officer - Security  
 Band: A  
 Department: Airport Operations & Customer Services

Compensation w.e.f August 01, 2023						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
<b>Basic &amp; Allowances (A)</b>	A1	Basic	5,833	69,996	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,917	35,004		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,705	56,460		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
<b>Retirals* (B)</b>	B1	Provident Fund (Company Contribution)	1,265	15,180	Monthly	As per the Provident Fund act
	B2	Gratuity	281	3,372		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
<b>A + B</b>	<b>Q</b>	<b>Total Fixed</b>	<b>15,001</b>	<b>1,80,012</b>	Monthly	
<b>Variable Pay / Bonus / PLI (C)</b>	C1	Monthly Bonus	833	9,996	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage.
	C2	Annual Bonus	833	9,996	Annual	Annual Bonus is an annual variable pay and paid to eligible employees who are on company rolls and not serving notice at the time of payout (after annual results in May/June)
<b>Other benefit (D)</b>	D1	Transport Allowance	7,500	90,000	Monthly	This allowance is payable as per the Transport Allowance Policy for the respective locations and to the employees not availing company provided shared transport.
<b>(Q + C + D)</b>	<b>R</b>	<b>Cost to Company (CTC)</b>	<b>24,167</b>	<b>2,90,000</b>		All increments / Salary changes calculations will be basis CTC
<b>Health &amp; Insurance Benefits (E)</b>	E1	Medi-claim Insurance		4,740	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee chooses to cover his/her parents or take a top-up, the additional premium shall be borne by the employee.
	E2	Life Insurance		1,450		This is an average insurance premium amount contributed by the company at this band.
<b>Role Based Benefits (F)</b>	F1	Efficiency Bonus		24,000	Quarterly	This allowance shall be paid as per the Policy.
<b>(R + E + F)</b>	<b>S</b>	<b>Total Rewards</b>		<b>3,20,190</b>		

\*National Pension Scheme (NPS) : It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

\*\*Night Shift Allowance: For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

RUCHI DHAWAN  
SHARMA

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**JOB DESCRIPTION**

**Officer – Security**

**Primary Responsibility:**

You will be responsible for implementation of security policy and procedures laid down by the Company.

**Mission:**

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

**Focus:**

Manage safe and secure operations in accordance with security program and applicable procedures.

**Functional Responsibilities:**

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.

RUCHI DHAWAN  
SHARMA

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**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

02-Aug-2023

CB187984



\*For Accenture use only

**Siddiq Syed**

No: 15/10, First floor, New West Thandavarayan Street, Purasawalkkam, Chennai - 600007 600007

Dear Siddiq,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Bengaluru. This letter will officially confirm your annual total earning potential and terms of your employment.

Job Profile- Perf, Risk & Quality Associate  
Management Level- 12  
Sublevel - 3  
Job Family Group- Performance & Quality  
Business Deal- Non Contact Center

Your annual total cash compensation will be **INR 580000** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

- Annual fixed compensation of INR 500000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

- Variable Bonus: You will be eligible to participate in the FY23 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

Ref/CL/2023/81

Date: 13-Jun-2023

To,

**Tharun V G,**

NO.4/470 Raja Sethupathy Street, P.T.Moorthy Nagar, Padiyanallur,  
Chennai, Tamil Nadu - 600052

**Mob :** +91 - : 6374882557

**Email :** vgtharun95@gmail.com

**Re: LETTER OF CONTRACT OF EMPLOYMENT – Wipro (Chennai)**

Dear Mr Tharun,

Welcome to MitKat!

In continuation to our recent discussions on the subject, we are delighted to offer you the position of **Security Enablement Officer** with **MitKat Advisory Services P.L.** 'MitKat', to be deployed at Wipro at Chennai.

This letter will memorialize the terms of your employment by MitKat. Your employment is contingent on your ability to furnish employment eligibility documentation as required by law. However, if considered expedient and necessary, we may conduct background checks on you on our own or through third party. You hereby consent to any such background checks and undertake to co-operate if so, requested by us. We look forward to your joining and helping us grow the Company's business!

Your employment with the Company may be subject to successful pre and/or post-employment background check and following terms and conditions:

1. **Joining and Place of Posting:** We look forward to you joining our team on or before **17 Jul, 2023** . You shall be deployed with **Wipro** at their location in **Chennai**. We are sure that you will have a bright career with our company.
2. **Salary and Allowances:** You will draw a total consolidated gross salary of **INR 3,81,600/-**per annum (Three Lakhs Eighty One Thousand Six Hundred ) per annum and a detailed breakup monthly remuneration is enclosed as **Annexure A** to this letter.

You will be always governed by the policies, procedures and rules of the company related to the salary, allowances, leaves benefits and perquisites which are specified in this appointment letter (including the annexure). Further, the company, at its sole discretion, may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

3. **Medical Fitness:** Your appointment is subject to your being declared medically fit by a Medical Officer or by a registered medical practitioner specified by the

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MITKAT ADVISORY SERVICES PVT. LTD.

CIN: U74900MH2010PTC207302 Regd Office: 511, Ascot Centre, Adjacent to Hilton,  
Near International Airport, Mumbai: 400 099 Tel.: 022 28391243

E-mail ID: [contact@mitkatadvisory.com](mailto:contact@mitkatadvisory.com), Website: [www.mitkatadvisory.com](http://www.mitkatadvisory.com)

Company or otherwise. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, 30 days' time to regain your fitness will be given. In case you do not regain your fitness within the said period of 30 days, your services shall be liable to termination at the sole discretion of the management.

4. **Office Timing & Leave Entitlement:** You will be entitled to leave as per company policy (MitKat) and will observe the working hours as may be applicable as per Client requirement and location of posting. Also, if you are taking medical leaves for more than 3 days you need to submit a medical certificate.
5. **Notice Period:** Your services can be ended by you through two months prior written notice on confirmation of employment. MitKat reserves the right to recover basic salary in lieu of notice period. Further, MitKat may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the management desires the employee to continue the employment during the notice period, the employee shall do so. The company shall terminate your project at any given point of time on the instructions given by the Client for any misconduct from your side/completion of the contract engagement with Client.
6. **Full and Final Settlement / Relieving:** In event of resignation the full and final settlement shall be settled within 45 days from your last day and cannot be released prior to 45 days under any circumstances and the relieving letter will be provided only when the full and final payment is settled.
7. **General:** You will abide by the Company's rules and regulations that will be in force at the time of your appointment and as amended from time to time.
  - i. You shall not without the written consent of the company, indulge in or take up any additional employment or business activity directly or indirectly while you are in the service of this company. If you acquire any business interest after your appointment in the company, you are required to disclose the same to the company with all relevant details. Based on that disclosure the management will consider its effect on your employment with the company.
  - ii. You are expected to devote your efforts solely to your duties in the Company and to the furtherance of the company's interest. You shall not either during the continuance of your employment hereunder or thereafter, expect in the proper course of your duties as such divulge any of the affairs or secrets of the Company to any other Company, person or persons without the previous written consent of the Company, nor use or attempt to use any information which may injure or cause loss to or be calculated to injure or cause loss to the Company. No articles, notice or report concerning you or the company's affairs and activities and / or containing knowledge acquired by you during your service with the company, may be published or made available by you without the previous written consent of the management of the company.
  - iii. You shall not disclose or discuss with any of your colleagues / employee your

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salary, which is an exclusive matter of contract between the employer and the employee.

- iv. You agree that during the term of your employment and for further period of 6 calendar months after separation from the Company, for whatever reasons, you shall not carry on or engage in directly or indirectly in any business which competes directly or indirectly with any or all the business pursued by the Company in any territory, whether in India or overseas, at the relevant point of time or proposed to be pursued by the Company in the immediate future, in respect of which proposal you were aware of or likely to be aware of considering the nature of your duties (" Restricted Business), other than through the Company.
- v. You agree that during the term of your employment and for a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established in whole or in part through your efforts; (i) solicit any Restricted Business from any customer; (ii) persuade any existing or prospective customer to cease doing Restricted Business with the Company; (iii) reduce

8. We are confident you will find this new opportunity both challenging and rewarding. Please sign and return to us a copy of this letter in confirmation, and as acceptance of the terms and conditions mentioned above.

Yours faithfully,  
For MitKat Advisory Services Pvt. Ltd.

I confirm & accept the above



**Pawan Desai**  
Chief Executive Officer

**Tharun V G**  
Date:

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**ANNEXURE A**

**Name: Tharun V G**

<b>Tharun_CTC Break Up</b>		
<b>Particulars</b>	<b>Monthly</b>	<b>Annual</b>
Basic	15,000.00	1,80,000.00
HRA	7,500.00	90,000.00
Special Allowances	7,500.00	90,000.00
<b>Wages payable (A)</b>	<b>30,000.00</b>	<b>3,60,000.00</b>
<b>Statutory Compliance</b>	<b>Monthly</b>	<b>Annual</b>
Provident Fund	1800.00	21,600.00
<b>Cost of Compliances (B)</b>	<b>1800.00</b>	<b>21,600.00</b>
<b>Employee CTC (A+B)</b>	<b>31,800.00</b>	<b>3,81,600.00</b>

Take home salary

<b>Elements</b>	<b>Total (INR)</b>
Basic	15,000.00
HRA	7,500.00
Special Allowance	7,500.00
<b>Wages payable (A)</b>	<b>30,000.00</b>
<b>Deductions</b>	
PF	1,800.00
PT	200.00
<b>Sub total</b>	<b>2,000.00</b>
<b>Take home salary</b>	<b>28,000.00</b>

P.S: - Medclaim Insurance for Individual & family will be paid by Company (Wipro).

\* Gratuity dues shall be payable as per applicable law at the time of departure of the employee.

Note:-

1. Any tax liabilities arising out of the salary pay-out shall be deducted as per the Income Tax Act, 1961
2. Tax computation shall be subject to investment declaration submitted by you
3. All the above components and benefits are as per company's policies, which are subject to change from time without any prior intimation
4. Professional Tax is subject to location.
5. Provident Fund is subject to applicable deductions. And it is mandatory from CTC.

I confirm & accept the above

**Tharun V G**

Date:

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## **OFFER OF EMPLOYMENT**

This is an agreement made and entered into as of 1<sup>st</sup> day of Nov 2023 by and between **BCforward India Technologies Private limited**, a company incorporated under the provisions of the Companies Act, 1956 and having its registered office at, Unit No#809, Manjeera Trinity Corporate Kukatpally, Hyderabad - 500072, the FIRST PART 11

and,

**Priyadarshini Velusamy, D/o Velusamy** an individual holding PAN No. **GKLPP6145J** and **Aadhar No. 939901055960** having its permanent Address at No: 52, Sriniketan, Rukmani Nagar, 3rd Street, Maduravoyal, Chennai – 600095, Tamil Nadu, herein after called the “Employee”, which expression shall unless repugnant to the context or meaning thereof mean and include, his heirs, executors, administrators, and assigns of the OTHER PART.

## **RECITALS**

**WHEREAS**, the Employer is a consulting firm which provides computer programming and consulting services and products to individual, business, governmental customers; and

**WHEREAS**, the Employee is experienced in areas related to the Employer’s business including the marketing of such services and provision of technical services related thereto; and

**WHEREAS**, the Employer and the Employee desire to enter into an agreement under which the Employee shall provide certain services to the Employer as described under this Agreement;

**NOW, THEREFORE**, in reliance on the above Recitals and hereinafter stated promises, covenants and commitments, and in consideration of other good and valuable consideration received, the parties agree as follows:

1. **Employee's Duties**. The Employee shall be deployed at **HPI, Chennai** as work location. The Employee shall act as a Consultant of the Employer and in such capacity shall perform customer technical development and customer support duties for the Employer. The Employee shall use his best efforts in carrying out the Employee’s duties and shall abide by the rules, regulations and policies of Employer pertaining to the performance of such duties. All contracts for the sale of the Employer’s business services to customers solicited by the Employee, and any modifications of any such contracts, require written approval by the Employer prior to being effective.
2. **Term of Agreement**. The Employee’s employment shall be deemed to have commenced on the date the Employee began working for the Employer. The Employee shall be an employee at will. This Agreement shall continue in effect until terminated as provided herein.
3. **Compensation**. The Employee’s compensation shall consist of the following components:



- A. **Base Salary.** The Employer hereby agrees to employ the Employee and the Employee hereby agrees to become employed by Employer, in the capacity **IN-Associate II** tentatively beginning on **06<sup>th</sup> Nov 2023** (the “Term”) which will include functions assigned to him/her from time to time.
- B. Employer shall compensate the Employee for his/her services during the Term at a gross pay of **INR 2,92,200 (Rupees Two Lakhs Ninety Two Thousand Two Hundred Only)** per annum which is inclusive of Housing Rent Allowance, Conveyance, Food, Special and other similar Allowances, payable in accordance with normal payroll practices of the Employer. The Employer is entitled to deduct such amount of taxes as prevailing from the above Gross Salary. Employees shall be entitled to receive such increases in their salary, as the Employer shall, in its sole discretion, determine.
- C. **Timesheet & Overtime Policy.** The Employee shall maintain the timesheets and submit the same on or before time to Employer. Delay in submission of timesheets may cause delay in payment of monthly salary. Employers shall ensure timely alerts are sent to Employee defaulting on timesheets. Failure of submission of timesheet despite the alerts shall lead to nonpayment of salary for the period the timesheet is not completed.

Employer will pay overtime only as required by law and Overtime shall not be worked by the Employee unless mutually agreed to by the parties in advance. All overtime hours must be approved by the Employer prior to being worked. Any overtime worked without prior approval will not be paid.

- D. **Expenses.** The Employer shall pay for or reimburse to the Employee, within a reasonable period after presentation of vouchers, receipts or other proof as normally required by the Employer, the reasonable and necessary travel, entertainment and other expenses incurred by the Employee in carrying out the Employee’s duties under this Agreement. The Employer shall be the sole determiner of what constitutes reasonable and necessary travel, entertainment and other expenses for purposes of payment for or reimbursement to the Employee. The Employee shall seek and obtain approval from the Employer of any expense which solely or in the aggregate will exceed the sum of Rs. 1000/- before incurring such expense. Expense reports are due no later than the 3<sup>rd</sup> business day following the end of the month. Expense reports must be turned in every month.

#### 4. **Leave and Holidays.**

The Employer’s holiday year commences on 1 January and expires on 31 December (the “Holiday Year”). The Employee shall be entitled to such holidays as may be declared at the beginning of each Holiday Year by the Employer.

a. In addition to company holidays, the Employee shall be entitled to 15 days for medical/sick/earned leave per annum. During your first calendar year you will be allocated leaves in prorated fashion.

b. **Furlough:**

Every year the client to whom you are deputed as per the contract, announces a Furlough, wherein associates deputed to them are not required to work for a certain number of days. During Such Furlough days you are not required to work nor is such days paid for by the client since no work gets done. Accordingly, if such Furloughs were to be announced by the clients hereafter, for the days of such Furlough including the Preceding, succeeding and intervening weekly holidays will be considered as no-work-no-pay days and the salary for the months in which such furloughs are in place, will be after adjustment for the Furlough days including the Preceding, succeeding and intervening weekly holidays as No Pay days.

c. Upon termination of employment, the Employer shall be entitled to deduct from any sum owed by the Employer to the Employee a sum representing overpayment of salary with respect to leave which the Employee has taken in excess of his/her accrued leave entitlement as at the date of termination of his/her employment, or any other amount owed by the Employee to the Employer, and Employee hereby authorizes the Employer to make such deduction.

**Holidays.** The Employee shall be entitled to a maximum of nine (9) holiday days per calendar year. Employees working at client sites must observe client's holiday schedule aside from the BCforward Holidays above.

5. **Fringe Benefits.** The Employee shall be entitled to participate in such fringe benefit programs as are provided by the Employer to similarly situated employees during the term of this Agreement, which benefits currently include participation in the Employers' group health insurance policy. The Employee shall pay the cost of any dependent coverage elected by the Employer under any of the Employer's fringe benefit programs. The Employee's eligibility to participate in such fringe benefit programs shall be subject to all terms and conditions of such programs and the associated plan documents, including but not limited to any waiting periods, contributions required of the Employee under such programs and other terms and conditions thereof.

6. **Separation : Non-Disclosure Covenant.** This Agreement may be terminated with or without cause by either party with a notice of Thirty (30) days.

If the Employee's employment with the Company under this Agreement should terminate for any reason, the Company reserves the exclusive right to notify its clients of such termination. The Employee shall not, during the period of employment hereunder and during the Thirty (30) day period following the termination of such employment, inform any Company client, directly or indirectly, whether by the Employee's action or by the action of anyone acting on the Employee's behalf, of the termination of the Employee's employment with the Company (hereinafter "Non-Disclosure Covenant"). In that the parties agree that it is probable the Company is likely to suffer damage if the Employee breaches the Non-Disclosure Covenant, and that the amount of such damage

is not readily ascertainable as of the execution of this Agreement, the parties agree that a fair and reasonable amount to be paid by the Employee to the Company for damages the Company will suffer in the event of a breach of the Non-Disclosure Covenant is as determined by the Employer (“Liquidated Damages”). Employee agrees that the Liquidated Damages payable by the Employee may be deducted from any accrued vacation time payable to the Employee under Section 4(a) of this Agreement, where allowed by applicable law. To the extent such deduction is either not used by the Company or Employee does not pay the Liquidated Damages in full, the Company reserves all legal remedies to collect such amount, including by not limited to the reasonable attorney’s fees, cost and expenses incurred by the Company in collecting the Liquidated Damages.

## 6.1 Separation by the Company

The company may terminate Employee services with or without cause under the following conditions:

- a) **With Cause:** The Company may, immediately and without notice, terminate Employee services with "Cause". The term "Cause" shall, as used in this Agreement, mean (1) the commission of a crime involving turpitude, theft, fraud or deceit; (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the Employee; (4) gross negligence or deliberate misconduct; (5) any material breach of terms and conditions specified in this Agreement; (6) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying Employee superior officer / reporting Manager; (7) Providing any false information to the Company.
- b) **Without Cause:** In the event that the employment is terminated without Cause, Employee will be provided with 30 days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 30 days, calculated on the basis of the last basic salary.

## 7. Non Compete and Non Solicitation:

Employee agree that during the services with the Company and continuing for a period of twelve (12) months after the termination of services with the Company, Employee:

- a) Will not individually or on behalf of or in conjunction with any other person or entity (except on behalf of the Company), directly or indirectly, solicit, sell to or perform similar services as provided by or available from the Company, for any clients of the Company.
- b) Will not seek and obtain employment, training, or contract for employment or seek to serve as Employee or otherwise to clients of the Company, customers, accounts or prospects, without the permission of the Company.
- c) Will not directly or indirectly solicit or hire or cause others to solicit or hire any other employee of the Company.
- d) Will refrain from doing any sort of business for any kind or any purpose with the list of Company clients with which Employee were employed with Company.
- e) Unless pre-approved by the Company in writing, Employee will not, during the period of this assignment, prepare, compile, submit or publish any articles or contribute to any other publication or television serials / films / video presentations or assist anyone directly or indirectly in this regard.

8. **Confidential Information.** During the performance of the Employee's duties under this Agreement, the Employee shall become familiar with various confidential information of the Employer, including but not limited to customer and client lists (not including the special accounts), methods, means, techniques and manners of operating business covered under this Agreement, trade secrets, marketing plans, advertising material, forms systems, data processing, statistics, trade secrets, propriety software products, financial information, and other knowledge and information pertaining to the operation of the business of the Employer (hereinafter "confidential information"). The Employee covenants not to disclose, reveal or otherwise divulge any such confidential information to any person, company, firm or entity during the term of this Agreement or following its termination, and further covenants to return promptly to the Employer upon termination of this Agreement any records, forms, software, computer software codes, customers lists and addresses, statements, documents or other writings in the Employer's possession which contain information related to or pertaining in any respect to such confidential information. The foregoing confidentiality provision shall not apply to know how of the Employee existing prior to or developed during the term of this Agreement or to information which is in the public domain.
  
9. **Injunctive Relief, Attorney's Fees and Independent Covenants.** Any violations by the Employee of the covenants contained in Paragraphs 8, 9, or 10 of this Agreement shall be deemed to be a material breach of this Agreement and a wrongful action for which a remedy at law is not available or adequate and shall entitle the Employer to obtain immediate injunctive relief from a court of proper jurisdiction to restrain and prohibit the violation of such covenants, without thereby restricting the Employer from any action to collect damages or seek any other available remedy for any such violations. In the event it becomes necessary for the Employer to institute a suit at law or in equity for the purposes of enforcing any of the restrictive covenants set forth herein, then the Employer shall be entitled to recover from the Employee the Employer's reasonable attorney's and paralegal's fees and costs and expenses incurred in such litigation the Employer. The restrictive covenants set forth in paragraphs 8, 9 and 10 shall be deemed independent of any covenants or commitments of the Employer under this Agreement, and such covenants shall remain in effect and be enforceable against the Employee regardless of any alleged or actual breach by the Employer of any of the Employer's covenants or commitments to the Employee hereunder.
  
10. **Notices.** Notices to the parties required under this Agreement shall be made in writing by INDIA mail, return receipt requested, postage prepaid, or by personal hand delivery to the respective party at their address first listed above or any subsequent address provided by notice under the provisions of this paragraph to the other party.
  
11. **Assignment or Transfer.** This Agreement, and the parties' respective duties hereunder, may not be assigned or transferred by Employee without the written consent of the Company. The Company reserves the right to assign or transfer this Agreement at its sole discretion.
  
12. **Other Agreements.** The Employer and Employee represent to each other that this Agreement and the performance of duties and exercise of rights hereunder does not conflict with or violate any other agreement to which either may be a party.

13. **General Provisions.** This Agreement and any Exhibits hereto may be modified or amended only by a written agreement signed or initialed by both parties. No action or failure to act on the part of any party shall constitute a waiver of breach hereunder or be used as a defense against the enforcement of any provision herein. In the event any court, administrative agency or other government entity shall determine that any term or provision of this Agreement is invalid or unenforceable, the other terms and provisions of the Agreement shall be construed to accomplish the apparent purpose of this Agreement to the extent possible and those provisions not declared invalid or unenforceable shall remain valid and enforceable. This Agreement shall be construed, interpreted and enforced under the laws of the State of Telangana, regardless of any choice of law provisions in the venue where any action is brought. The use of the masculine, feminine or neuter gender throughout this Agreement shall be deemed to include all three genders, and the use of the singular shall include the plural, and the plural the singular, unless the context indicates otherwise. The title and paragraph headings are inserted for reference purposes only and shall not be germane to the interpretation or construction of this Agreement.
14. **Binding Effect.** Upon execution by both parties, this Agreement and the rights, duties and privileges hereunder shall be binding upon and inure to the benefit of the parties' respective successors, permitted assigns, heirs and personal representatives.

**IN WITNESS WHEREOF** the parties have set their hands the date first written above to be effective the 01<sup>st</sup> day of Nov 2023.

**BCforward India Technologies Pvt. Ltd.**  
**“EMPLOYER”**

**“EMPLOYEE”**

---

By: **Shivani Ohol**  
Its: **HR Manager**

---

Name: **Priyadarshini Velusamy**

Dated: **01<sup>st</sup> Nov 2023**

Dated: \_\_\_\_\_



### Annexure 1

<b>Name</b>	<b>Priyadarshini Velusamy</b>	
<b>Gender</b>	<b>Female</b>	
<b>Date of Joining</b>	<b>6<sup>th</sup> Nov 2023</b>	
<b>Designation</b>	<b>IN-Associate II</b>	
<b>CTC Per Annum.</b>	<b>292200</b>	
<b>CTC Per Month</b>	<b>24350</b>	
<b>Fixed Earnings</b>	<b>Per Annum</b>	<b>Per Month</b>
Basic	102270	8522.5
HRA	40908	3409
Special Allowance	125622	10469
<b>Total Gross Salary</b>	<b>268800</b>	<b>22400</b>
Employer's Contribution- PF	23400	1950
Employer's Contribution- ESI	0	0
<b>Total CTC</b>	<b>292,200</b>	<b>24,350</b>
<b>Deductions</b>		
Employee's Contribution- PF	21600	1,800
Professional Tax	2,400	200
Employee's Contribution- ESI	0	0
Insurance	4800	400
<b>Total Deductions</b>	<b>28,800</b>	<b>2,400</b>
<b>NET Salary- (Gross - Deductions)</b>	<b>240,000</b>	<b>20,000</b>

NOTE: The Employer is entitled to deduct such amount of taxes as prevailing from the above Gross Salary

  
**TAJ**  
**CLUB HOUSE**  
**CHENNAI**

7<sup>th</sup> August 2023

Ms. V.Vaishnave  
S2/9, SRI Amman Appartment Phase 3,  
Rajammal Nagar, 1st Main Road,  
Madambakkam, Kancheepuram,  
Tamil Nadu-600126

Dear Vaishnave,

**Sub: Contract for engagement as Team Member- Security Department**  
\*\*\*\*\*

This is further to the discussion we had with you. The Management is pleased to utilize your services on a contractual basis as a **Team Member** in the **Security Department** effective from **07<sup>th</sup> August 2023** for a fixed tenure contract on the following terms and conditions. This fixed tenure contract of employment is offered to you in view of a temporary increase in work anticipated in the near future and to meet with uncertainties inherent in the hotel business.

**1. REMUNERATION**

You will be paid a Gross salary of Rs.18000/- (Rupees Eighteen Thousand Only) per month as per the details.

Basic	Rs.13600/- per month
HRA	Rs.4400/- per month
Gross Salary	Rs.18000/-per month

Please note that you will be paid only consolidated monthly remuneration as mentioned above and for the purpose of clarity, it is clearly agreed and understood that you will not be entitled to any other benefits or allowances as applicable to a regular employee of the Company except that:

- There would be a statutory deduction (Provident Fund, ESI, Professional Tax etc.) as applicable to you.
- You will be provided Cafeteria Facility while on duty and for which the Company will make appropriate deduction.

**2. LEAVE**

You will be entitled to leave for a period of days per annum during your contractual period (all-inclusive) CL -6 days & SL -12 days & PL-18 days. Please note that the grant of leave will be subject to approval and to exigencies of work in the establishment & leave policy of company

**3. TENURE OF CONTRACT**

The contract would be valid for a period of One Year beginning 07<sup>th</sup> August 2023 and shall continue until the close of working hours of 06<sup>th</sup> August 2024.

Taj Club House

No.2, Club House Road, Chennai - 600 002, India. Telephone : (91 44) 6631 3131 Fax : (91 44) 6631 3030  
E-mail : clubhouse.chennai@tajhotels.com Website : www.tajhotels.com  
Registered Office: TAJGVK HOTELS & RESORTS LIMITED Taj Krishna, Road, No.1, Banjara Hills, Hyderabad - 500 034, India  
CIN: L40109AP1995PLC019349 GSTIN: 33AARCT2223L171 Telephone : (91-040) 23392323, 66662323 www.tajgvk.in

*Vaishnave*

  
**TAJ**  
**CLUB HOUSE**  
**CHENNAI**

**12. TATA CODE OF CONDUCT**

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

**13. TAJ EMAIL & INTERNET USAGE POLICY**

You will be required to adhere to Taj Email & Internet Usage Policy as per company policy.

**14. ACCEPTANCE**


*If the foregoing conditions are acceptable to you, please sign the duplicate copy of this letter in token of your understanding and acceptance of these terms and conditions.*

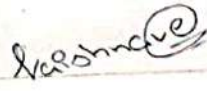
**15. PROVIDENT FUND**

Employee and employer's contribution towards Provident fund shall be guided by THE EMPLOYEES' PROVIDENT FUNDS AND MISCELLANEOUS PROVISIONS ACT, 1952. The employer's contribution is payable on maximum wage ceiling (as per the Act defined from time to time).

Yours sincerely,

**For TAJ CLUB HOUSE, CHENNAI**

  
**RANJIT SHANKAR**  
**GENERAL MANAGER**

I accept the above terms & conditions:  Signature & Date



**Ref: CH/HR/23**  
**Date: 21-Jun-2023**

**Vallarasu**  
**No:1/16, Selva Vinayagar Nagar,**  
**Kodungalyur, Chennai, Tamil Nadu - 600118**  
**Email: vallarasu003@gmail.com**  
**Mob: 9840592458**

**Sub: Appointment Letter**

**Dear Vallarasu,**

Based on your credentials and the discussions had, the management is pleased to consider your candidature for employment in the Company, on the following terms and conditions:

**1. Designation:**

You will be designated as "**Trainee – Data Specialist**".

**2. Reporting:**

You will be reporting to **Chairman or his authorized representative**.

**3. Location:**

You will operate out of our Corporate Office at Bannerghatta Road, Bangalore.

**4. Date of Joining:** Your date of joining will be reckoned as **21-Jun-2023**.

**5. Compensation:**

Your Compensation will be as follows:

**a. During Training:**

The training period will be for a period of Twelve months from the date of joining. During the training period you will be paid a **FIXED MONTHLY STIPEND of Rs.20000/- (Rupees Twenty Thousand only)**. The Training period may be extended at the discretion of the Management.

**b. Probation:**

On successful completion of training, you will be positioned as "**Data Specialist**", and put on Probation for a period of Six months. As "**Data Specialist**" you will be paid a compensation of **Rs.4,00,008/- (Rupees Four Lakhs Eight only)** per annum.

Breakup of the compensation is given in "**Annexure A**", herein.

The period of probation may be extended at the discretion of the Management.

**c. Confirmation:**

On successful completion of the period of probation, your services will be confirmed in writing.

**6. Your employment with us, effective from 21-Jun-2023 will be governed by terms and conditions referred in Annexure B.**

**7. On the date of your joining, we request you to provide copies of the documents referred in Annexure C.**



1

Global Delivery Center



Date: 27 July 2023

Miss. Varsha P,  
No.286, 7<sup>th</sup> Street  
Pullapuram,  
Kilpauk  
Chennai - 600010

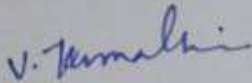
Miss. Varsha P,

We are pleased to offer you the full-time job position of **"Product Consultant"** at Balcozy Sun Control Screens Pvt. Ltd with a start date from **01 August 2023**. You will be reporting directly to the management. We believe your skills and experience is an excellent match for our company.

The (CTC) for this position is **Rs. 16,000/- (Rupees Sixteen Thousand only)** to be paid as monthly salary. Your employment with Balcozy Sun Control Screens Pvt Ltd will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Balcozy Sun Control Screen Pvt. Ltd



Authorised Signatory



## Transforming Balconies!



30-Jun-2023

Dear Mr Vetrivel Sankar,

**Subject: Appointment as "Product Engineer"**

We Would be really thrilled to have you on board.

SMARTAIL PVT LTD is an Indian start up mainly focused on bringing about digital transformation in the field of Education using Artificial Intelligence and Data Science. This is an aggressive goal which we aim to achieve by hiring talented, future-focused humans.

SMARTAIL PRIVATE LIMITED is subject to the employment laws of India.

Further to your recent interview and your acceptance of the offer, we are delighted to confirm our employment offer with SMARTAIL Pvt Ltd to you.

This offer is subject to a

- (i) satisfactory reference check of all qualifications and the accuracy of the employment history provided by you; and
- (ii) the acceptance of the terms and conditions of your assignment as set forth below and the attachments that are incorporated by reference ("Agreement"); and
- (iii) you're obtaining the necessary work or employment passes or permits from the relevant authorities in India to work in India, if applicable.

#### **Role details**

**Position: Product Engineer**

**Location: Chennai, India**

**Supervisor: Kannan Ganesan, CTO**

**Date of Joining: July 1, 2023**





2-56/2/19, 3rd Floor, Vijaya Towers, Near Meridian School,  
Ayyappa Society Road, Madhapur, Hyderabad, Telangana-500081.

[www.360digitmg.com](http://www.360digitmg.com)  
[info@360digitmg.com](mailto:info@360digitmg.com)

13<sup>th</sup> March 2023  
Vignesh K,  
S/O: Kumar,  
206, Sakthi nagar,  
Kakkalur, Thiruvallur,  
Tamil Nadu - 602001

Sub: Conditional Offer Letter

Dear Vignesh,

We are pleased to inform you that you have been selected to join our organization as **Associate Consultant- Sales**. As discussed, your Annual Gross CTC will be 4, 00,000. You will be under a 3-month probation period.

Please confirm your date of joining and your work location will be thoralpakkam, Chennai, tamilnadu, India.

Your job confirmation will be confirmed only after successful completion of training/Evaluation.

Your working hours will be as follows:

9.00 AM IST - 6.00 PM IST

11.00 AM IST - 8.00 PM IST  
(Rotational Shifts & Week off and working for 6 days in a week)

Please notify your acceptance of this job offer by signing in the space below and return it to us by the 15<sup>th</sup> of March, 2023. Please do not hesitate to call, should you have any queries or concerns you would like to discuss.

Yours sincerely,

*Kavita Rao*

Head - Human Resources,  
360DigiTMG PVT LTD





2-56/2/19, 3rd Floor, Vijaya Towers, Near Meridian School,  
Ayyappa Society Road, Madhapur, Hyderabad, Telangana-500081

www.360digitmg.com  
info@360digitmg.com

**Acceptance of Employment:**

I have read and understood the contents of this letter and hereby agree to the offer as detailed above. I will join 360DigiTMG, on \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Salcomp**

POWERING THE SMART WORLD



**Vijay.U**

**29543**

SALCOMP MANUFACTURING INDIA PVT LTD

**Salcomp**

POWERING THE SMART WORLD

**MOBILE**

Salcomp Camera Carry Permit Card

IN.SMF-05

Name : **U. VIJAY**

ID No. : **29543**

Authentication :



Valid till Date : **22/08/2023**



**CBRE South Asia Pvt. Ltd.**  
7th Floor, DLF Square  
M Block, Jacaranda Marg,  
DLF City Phase II, Gurgaon 122 002

T 91 124 465 9700  
F 91 124 256 1519

CIN - U74140DL1999PTC100244  
newdelhi@cbre.co.in

www.cbre.co.in

Date: 11-Dec-2023

## EMPLOYMENT TERMS AND CONDITIONS

We welcome you to CBRE South Asia Pvt. Ltd. The terms and conditions of your appointment are as follows:

### EMPLOYER

CBRE South Asia Pvt. Ltd. (hereafter "The Company")

### EMPLOYEE

Vijayasathy R

### COMMENCEMENT OF EMPLOYMENT

Your employment will commence on 12-Dec-2023

Your employment is contingent on the results of a background check which may include reference checks, medical checkup and verification of education and work history. If the results of your background check reveal information that is inconsistent with our standards, this offer may be rescinded or your employment with the Company may be subject to immediate termination, at the discretion of the Company.

### PROBATION

Your employment will be subject to a probation period of six months from your date of joining. Your employment will stand confirmed after the period of probation is over unless until CBRE South Asia Pvt. Ltd. extends the period of probation and informs the same to you in writing.

### BUSINESS TITLE

You will be employed as **Executive - Security** in GWS Local based at Guardian Insurance, Chennai.

### CTC

Your CTC (Cost to Company) will be **Rs. 33,280/-** per month (break-up details mentioned in Annexure 1) which is inclusive of all benefits, perquisites & statutory contributions by the Company under PF Act, payable in arrears on the last day of the month.- Your CTC will normally be reviewed annually by the Company. In conducting such review, the Company will take into account both market factors and your job performance and may, at its sole discretion, make any necessary adjustments to your emoluments. You will be notified in writing of any changes to your emoluments.

For client site-based roles the work timings and days will be governed by the client's requirements and will be a six day working week, unless advised otherwise by the client.

### CLIENT BASED EMPLOYMENT

This offer is for a client secondment engagement only and may be subject to change in duration or salary as specified by the client. Your employment and its continuation with CBRE will be subject to this duration.

### ACCIDENTAL INSURANCE

The Company currently provides personal accident insurance for regular employees up to a maximum cover of Rs.5,00,000/- (Rupees Five Lakh Only), payable in accordance with the provisions of the Policy less any legally required benefits. The Company may terminate or change the scheme at any time at its discretion.

### TERM LIFE INSURANCE

As per the terms mentioned in Annexure 2, Annual premium is a part of Employee's CTC. The Company may terminate or change the scheme at any time at its discretion.

#### **PRIVATE HEALTH SCHEME**

The Company operates a private health scheme for all regular employees, which provides medical expense cover for yourself and your immediate family (i.e. spouse & children) to the extent specified in the scheme. The Company may terminate or change the health scheme at any time at its discretion.

#### **MANDATORY PROVIDENT FUND SCHEME**

In accordance with Indian legislation, the Company is registered with the Mandatory Provident Fund scheme administered by the Government of India to which you and the Company are legally liable to contribute an equal percentage of 12% of your basic salary.

#### **CONFIDENTIALITY**

In the ordinary course of your employment you will be exposed to Information about the business affairs, finance or trade connections of the Company, other members of CBRE and their Directors and clients which is confidential or is commercially sensitive and which may not be readily available to competitors or the general public and which if disclosed could cause significant harm to the Company, the members of CBRE or the clients of the Company or such members.

Consequently, you must not, whether during or after your employment, except as required by law or as authorized or required by your duties as an employee of the Company, disclose or divulge (whether deliberately or through lack of care or diligence) to any person, firm, company or organization or otherwise make use of any of the trade secrets, proprietary information, secrets or confidential operations, processes or business methods or any information (other than that within the public domain) concerning the organization, business, finances, transactions or affairs of the Company, the members of CBRE or the clients of the Company or such members. Confidential information includes, but are not limited, to the following categories.

*a) Information concerning the business affairs, finance, property listings or trade connections of the Company, other members of CBRE and their Directors and clients.*

*b) Developments, designs, assemblies, processes, methods, formulae, drawings and systems relating to the business of CBRE.*

*c) Results of research, investigations, market research inquires, interviews, appointments, negotiations conducted by, under the order or discretion of, or for and on behalf of CBRE.*

*d) Personnel & medical records, salary and promotional plans, building/availability information, transaction information, any information that has substantial financial value, or any other information that the company deems confidential You will face instant dismissal should you in any way fail to comply with any of the provisions contained in this Section.*

This provision does not limit your ability to communicate with any government agencies, including the US Securities and Exchange Commission, or otherwise participate in or fully cooperate with any investigation or proceeding that may be conducted by any government agency, including providing documents or other information, without notice to or approval from the Company.

Further, any documents, notes, memoranda, writings, materials, records, other stored information of any kind or tangible items of any nature acquired by you in the course of your employment shall remain the property of the Company. You must not remove any such property belonging to the Company from the Company premises at any time without prior written consent from the Company.

You must return to the Company upon request, and in any event, upon termination of your employment with the Company howsoever arising, all documents and tangible items which belong to the Company or which contain or refer to any confidential information which are in your possession or under your control.

You must, if requested by the Company, delete all confidential information from any reusable material and /or destroy all other documents and tangible items which contain or refer to any confidential information which are in your possession or under your control.

#### **RESTRICTIVE COVENANTS**

##### **ACTIVITIES DURING YOUR EMPLOYMENT**

You shall carry out such duties in the capacity of Executive - Security - GWS Local, including such duties as the Company may from time to time direct.

You shall, during the Employment Period, perform and discharge faithfully and to the best of your ability, the duties and obligations, which may be assigned to you from time to time by the Company. You shall devote the whole of your time, attention and skill to the duties of your office and shall faithfully and diligently perform such duties and exercise such powers consistent with your office as Executive - Security - GWS Local, you shall obey all reasonable and lawful directions given to you by your Department Head and/or the Management of the Company.

You will not during your employment, except with the written consent of the Company, be directly or indirectly engaged, concerned or interested in any other trade, business or occupation whatsoever. Further, you must not, during your employment, except with the Company's written consent, introduce to any other competing business orders for goods or services with which the Company or another member of CBRE is able to deal.

You shall make full and true disclosures in writing to the Company of any direct or indirect interest or benefit you have derived or is likely to derive through or in connection with any contractual arrangements, dealings, transactions or affairs of the Company, and/or any transactions which are likely to be detrimental to the Company during the Employment Period.

You expressly undertake and agree that in consideration of your employment with the Company, and the salary and other compensation that you will receive during the Employment Period, you will comply and do all things necessary to permit the Company to comply with the laws and regulations of all governments under which the Company does business, and with the provisions of contracts between the Company and any such government or its contractors, or between the Company and any private contractors, that relate to intellectual property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of your duties during the Employment Period of your employment.

You will not for a period of six months from the termination of your employment, join the employment directly or indirectly of any of the clients(s) of CBRE that you had interacted, provided services while in the employment of CBRE and shall not disclose any confidential information in terms of this Agreement.

#### **ACTIVITIES ON TERMINATION**

You will not for a period of six months from the Termination Date either on your own account (whether directly or indirectly) or as a representative, employee, partner, director, financier, shareholder or agent of any other person, firm, company or organization:

a) be engaged or interested in any business concern which shall be in India and be in competition with the Company or CBRE in the provision of the Relevant Services, being services of a kind with which you were concerned to a material extent during the period of 12 months prior to the Termination Date, provided always that nothing in this Section shall restrain you from engaging or being interested as aforesaid in any business in so far as your duties or work relate principally to services or goods of a kind with which you were not concerned during the period of 12 months prior to the Termination Date; or

b) have any direct or indirect dealings with any Relevant Client in respect of the supply of any Relevant Services; or

c) shall not, directly or indirectly, (i) induce or attempt to influence any employee, independent contractor or consultant of the Company and/or the other members of the CBRE group to terminate his employment with, or otherwise cease his relationship with, the Company or such other member of the CBRE group, as the case may be, and (ii) solicit the business of, divert or take away, or attempt to divert or to take away, the business or patronage of, perform services for, or sell goods or services to any party which at any time was a customer or client or any other person which has a business relationship with the Company canvass or solicit or entice away any Relevant Client for the purpose of providing any Relevant Services; or

d) solicit, induce or entice away from the Company any Employee who is a manager or fee generator with whom you have had any personal contact or dealings during the period of 12 months prior to the Termination Date.

#### **NOTICE OF TERMINATION**

Your employment may be terminated by either party giving to the other party 2 Month notice in writing during the probation as well after confirmation in accordance with the Section of this Agreement titled "Miscellaneous" below. Also, either party reserves the right to terminate the employment by paying the other, CTC in lieu of any period of notice. Nothing in these terms and conditions of employment shall prevent the Company from terminating your employment without notice or wages in lieu of notice in the circumstances specified in the Section of this Agreement titled "Dismissal" below. If notice to termination has been given by either party and provided that you continue to receive your benefit and entitlement pursuant to this Agreement, the Company has absolute discretion from the date of the termination notice until the Termination Date to exclude you from the premises of the Company and/or to require you to carry out specific duties for the Company other than those which you had until then carried out and/or to instruct you not to communicate with clients, employees, agents or representatives of the Company and/or CBRE.

#### **DISMISSAL**

Notwithstanding the provisions in the Section of this Agreement titled "Notice of Termination" above, the Company reserves the right to dismiss you with immediate effect without prior notice or payment in lieu of notice by giving notice to you in writing for any of the following causes at any time:

*a). If you are guilty of negligence or incompetence in the performance of your duties, bankruptcy, misconduct or any act or omission which in the opinion of the Company is likely to bring the Company or any of its officers or employees into disrepute or if you are guilty of any criminal offence (other than an offence under road traffic legislation for which a penalty other than imprisonment is imposed), or if you are guilty of taking drugs prohibited by law or you consume alcohol to a level which in the opinion of the Company adversely affects your ability to perform your duties properly or affects your standing and reputation in the community in which you work; and/or*

*b). If you commit any serious or persistent breach of any terms or conditions in this letter where breach is capable of being rectified but is not rectified by you within 15 days of being requested by the Company to do so; and/or*

*c). If you commit any act of dishonesty whether relating to the Company, CBRE, other employees or otherwise; and/or*

*d). On any other ground on which the Company is so entitled to dismiss any employee summarily under Indian law.*

#### **RULES, PROCEDURES, POLICIES & BENEFITS**

The Company has established rules, procedures and policies which from time to time are subject to amendments and additions/alterations. As an

employee, you are under an obligation to comply with all rules, procedures and policies laid down by the Company, and all subsequent additions/alterations and amendments to them. Such rules, procedure, policies and benefits are available for inspection at the Human Resources Department during office hours. The Company will endeavor to provide you with Information on these items, but it is your obligation to inquire on a regular basis as to their status.

## **GRIEVANCES**

If you have any grievance relating to your employment, you should raise it either orally or in writing to your Department Head, or in the event of the matter not being settled at this level, with the Managing Director through HR Department.

## **ALTERATIONS IN TERMS OF EMPLOYMENT**

The Company reserves the right to make reasonable changes to your duties according to the needs of the operation depending upon your personal abilities. This may include relocating/shifting your workplace and or transferring you to serve at any other location / department of the Company. Although you are employed to work in the GWS Local, you may be required to perform similar tasks for other departments in the Company, depending on the needs of the operation and your personal abilities.

Further, the Company reserves the right to make reasonable changes to any term or condition of your employment, including among other things, the length of your probation period, your emoluments, and/or your working hours. The Company will notify you in writing of such changes with two week's prior notice. Such changes will be deemed to be accepted by you unless you notify the Company of your objection in writing before the expiry of the two-week notice period in accordance with the Section of this Agreement titled "Miscellaneous" below. If the Company undergoes a merger, amalgamation, reorganization or the like, you shall sign all such legal documents as may be necessary for the continuance or renewal of your employment with the Company, its hived off business, or the amalgamated entity, as the case may be.

## **ENTIRETY OF TERMS AND CONDITIONS**

This Agreement and the provisions in the Company Policy expressly incorporated herein contains the entire agreement between the parties and supersedes all previous agreements, offer letters and arrangements written or oral relating to your employment by the Company or by any other member of CBRE (which shall be deemed to have been terminated by mutual consent). In the event of any discrepancy. Between this agreement and the provisions in the Company Policy, this Agreement shall prevail.

## **MISCELLANEOUS**

Any notice required to be given hereunder shall be in writing and shall be deemed to be duly served in the case of notice to the Company immediately if handed personally to your Department Head or upon the expiration of 24 hours if sent to its address and in case of notice to you if handed to you personally or upon the expiration of 24 hours if left at or sent by registered post and addressed to your last known address.

No failure or delay by the Company in exercising any of its right, power or remedy hereunder should operate as a waiver thereof. No waiver by the Company of any breach by you of any provisions herein shall be deemed to be a waiver of the breach or any subsequent breach of that or any other provisions hereof.

## **PERSONAL DATA**

1. You represent and warrant that all information, including your personal data, that you have provided in connection with your employment with the Company is accurate and correct, including but not limited to the information provided to the Company to conduct reference and background checks, including checks against your criminal records, credentials, education, employment history, professional experience and/or licenses, credit history, dependent & nominee details etc. You shall promptly notify the Company in writing if there is any material change in the same.
2. You consent to the: (a) collection, use and disclosure of the aforesaid information by the Company or any of its subsidiaries and associate companies, insurers and bankers, Company's tax or financial advisors, and other companies engaged in contractual activities on our behalf, within India or outside of India, for various human resource management purposes in relation to your employment. These purposes include, but are not limited to: provision of benefits, compensation and payroll, facilitating performance appraisals, promotion and career development activities, making tax returns and the review of employment decisions.
3. You further consent to the disclosure of the aforesaid information by the Company or any of its subsidiaries and associate companies to any other third party within India or outside of India, and such third party may collect, use and disclose such information, in each case, for the purpose of or in connection with the performance of services or the offer of services to any client or potential client of the Company or any of its subsidiaries and associate companies including without limitation, for any due diligence or audit exercise of any such client or potential client whether pursuant to a binding contract with such client or otherwise. If you do not furnish us with personal data for such purposes, we may not be able to provide some employment benefits or perform certain HR functions for you.
4. To transfer data from India to other countries, we comply with legal frameworks that establish an equivalent level of protection with applicable Indian laws.
5. You agree and acknowledge that your personal information may be shared as part of a sale, merger or change in control, or in preparation for any of these events. Any other entity which becomes part of our business will have the right to continue to use your data, but only in the manner set out in this clause, unless you agree otherwise.
6. For personal data that we have about you, subject to provisions contained herein, you can: (a) ask us to erase or delete some of your personal data (e.g., if it is no longer necessary to provide a particular employment benefit to you); (b) ask us to update or fix your data in certain cases, particularly if it's inaccurate; or (c) to limit our use of it (e.g., if your personal data is inaccurate or unlawfully held). Please contact at IN-Chief-Grievance-Officer@cbre.co.in, for the aforesaid.

## Personal Data Consent

Please note, the Company is introducing or has introduced a Mobile App, namely (MyAscent by Elisys Technologies Pvt. Ltd) or any other equivalent app through any other service provider (as per Company's discretion), for attendance tracking of its employees during normal business hours. The Company neither requires nor intends to collect any information beyond the normal business hours. When you install and use the app, the Company will collect information related to your location basis the time you punch in and punch out of the app ("Information"). Note that this does not involve continuous location monitoring during the time you are signed into the app but will only collect your location data at the time when you punch in and the time you punch out of the app.

By joining the Company (CBRE South Asia Pvt. Ltd.), you consent to the:

1. Collection, use and disclosure of the Information by the Company or any of its subsidiaries and associate companies, insurers and bankers, Company's tax or financial advisors, and other companies engaged in contractual activities on our behalf, within India or outside of India, for the supervision, management and payment to you, to develop and maintain the employment relationship between you and the Company, and to support the organization's development. If you do not consent to the collection and use of the Information for such purposes, we may not be able to provide some employment benefits or perform certain HR functions for you; AND

2. Sharing of Information by the Company as part of a sale, merger or change in control, or in preparation for any of these events. Any other entity which becomes part of our business will have the right to continue to use your data, but only in the manner set out in this clause, unless you agree otherwise.

For Information that we have about you, subject to provisions contained herein, you can: (a) ask us to erase or delete some of your Information (e.g., if it is no longer necessary to provide a particular employment benefit to you); (b) ask us to update or fix your Information in certain cases, particularly if it's inaccurate; or (c) to limit our use of it (e.g., if your Information is inaccurate or unlawfully held). Please contact our Chief Grievance Officer (IN-Chief-Grievance-Officer@cbre.co.in) for the aforesaid.

## RETIREMENT

The retirement age in the Company is 60 years. You will retire on the last day of the month in which your 60th birthday falls.

## GOVERNING LAW AND JURISDICTION

The terms and conditions in this Agreement shall be constructed and interpreted in accordance with the Laws of India and the parties shall submit to the non-exclusive jurisdiction of Indian Courts located in Delhi in the event of any dispute arising out of and/or in connection with your employment.

For and on behalf of the company



Sakshi Khosla  
Head of People  
11-Dec-2023

Please advise any CHANGE OF ADDRESS to the Human Resources Department.

I have read and understood the terms and conditions mentioned in my letter of appointment and hereby accept them.

By joining CBRE, I hereby declare that there is nothing material (information) about me which has been concealed by me which may debar /disallow me to undertake my continuous service with CBRE South Asia Pvt Ltd at 310302 - Chennai for the next 12 months. If any concealment or misrepresentation of material facts by me comes to light after joining, the Company has every right to take suitable action against me. The decision of the Company's management shall be final and binding in this regard and I will abide by the same.

Name: Vijayasathy R  
Address: No: 17/9, 9Th Street, Padi, Pudu Nagar, Anna Nagar West Extension, Chennai - 600101  
Date: 11-Dec-2023



**STRICTLY PRIVATE & CONFIDENTIAL**

**Annexure 1**

**Cost to Company (CTC) Breakup**

S. No	CTC Components	Monthly (INR)	Annual (INR)
1	Basic Salary	16640	199680
2	House Rent Allowance	8320	99840
3	Leave Travel Allowance	1248	14976
4	Special Allowance	5272	63264
	<b>GROSS SALARY</b>	<b>31480</b>	<b>377760</b>
5	Employer's Contribution to PF	1800	21600
	<b>TOTAL COST TO COMPANY</b>	<b>33,280</b>	<b>399360</b>

**Important Notes**

Group Term Life Premium is a part of Your CTC. Details mentioned in Annexure 2

You are requested to please furnish the following tax saving investment proof if you wish to avail the tax exemptions/deductions against each head of salary

HRA : Rent agreement duly signed and notarized with monthly rent receipt

LTA : Two journey performed in a block of Four Calendar year exempt from tax on submission of travel cost which include air and train travel cost

Food coupon : If you wish to avail the food coupon please inform the HR Department

You are requested to please complete the Employee Income tax declaration form at the time of joining and send it to Finance Deptt. otherwise your salary will be taxed fully

Note:- For any query, please write at e-mail ID [esssupport@cbre.co.in](mailto:esssupport@cbre.co.in)

**Annexure 2:**

Group Term Life (GTL) Insurance As part of CBRE, you will be covered under the Group Term Life (GTL) Insurance. The coverage will be as per the designation of the employee as mentioned below. The annual premium amount mentioned below is part of your CTC and will be adjusted in your first month's salary itself and thereafter once a year at the time of renewal of the policy. This premium is for the policy tenure of 10-Aug-2023 till 09-Aug-2024.

Designation Slab	Insurance Coverage	Annual Premium part of your CTC
Sr Director to Senior Executive Director & All function heads	Rs. 100 Lacs	Rs. 13,220/-
Associate Director to Director	Rs. 50 Lacs	Rs. 6,610/-
Manager to Sr. GM	Rs. 30 Lacs	Rs. 3,970/-
Deputy Manager & Below	Rs. 20 Lacs	Rs. 2,650/-

Current year's policy is active till 09-Aug-2024, hence a proportionate amount will be deducted (depending on the number of days left till then from the date of your joining).

Please note: The above policy expires on 09-Aug-2024. The renewal premium rates are subject to change/increase based on market factors.

Please ensure that you declare your nominee at the time of filing up the online joining forms on or before your date of joining.



*Sign of purity*



**VISVA PRAVIN A**

**Trainee - Production**

**Emp. ID : 100661**



*5 Continents, 1 Vision - Discovering Talent*

**Dated: 22<sup>nd</sup> June 2023**

**Subject: Internship Offer letter**

**Dear Yash Davey,**

This has reference to the discussions you had with us for the **Sourcing Specialist** opportunity with Antal International Network and we are pleased to inform you that you have been selected as an Intern for the first **3 months** and your compensation will be INR 18,000 per month as per the annexure. On successful completion of the initial 3 months, you will be absorbed as a **Sourcing Specialist**. You will be eligible for a Variable Pay of 5,000 per quarter which is paid quarterly based on accomplishing your KPIs for the quarter. More details of the variable pay will be shared post your 1 week of joining

Any decision regarding your confirmation will be based on your performance during the internship period.

Kindly note that any leave(s) availed during the probation period will be treated as Loss of Pay. However you will be entitled for leave as per the company policy on confirmation.

You are required to report on **3<sup>rd</sup> July 2023, Monday at 10.00 AM** and the opportunity stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

At the time of reporting, you are requested to submit the copies of the following documents

- Photocopies of Education certificates and Experience certificates (where applicable)
- Relieving letter/Contract Termination letter/NOC from the previous employer (where applicable)
- Address proof and Identification Proof
- 2 Passport size photographs

Common Ground Placement Solutions Pvt Ltd

t/a Antal International Network

#34, 4<sup>th</sup> Floor, Crown Court, Cathedral Road, Chennai -600 086;

Tel: +91-44-49116111 / 42198750

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

**CAPLIN ONE LABS LIMITED**

(formerly known as Caplin Onco Limited)

Registered Office: Ashvich Tower, 3rd Floor, Plot No 3,  
Developed Plots Industrial Estate, Perungudi, Chennai – 600 096.

+91 44 24968000 / +91 44 71148000

mail@caplinonelabs.com

www.caplinonelabs.com

CIN : U24299TN2021PLC143869



**CO/CO/2023/035/ONCO01**

**25<sup>th</sup> September 2023**

**Mr. Yogesh K**  
No:2,CDN Nagar,15th Street  
Nerkundram  
Chennai-600107

**SUB: OFFER LETTER**

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment in Caplin One Labs Limited. The terms and conditions of your appointment are as detailed in this letter.

1. Your designation will be “**Trainee -Quality Assurance**” and will be reporting to its authorized person.
2. You will be required to join on or before **25<sup>th</sup> October 2023** and your primary place of posting will be at **Kakkalur Plant,Thiruvallur** however you will be required to visit all the plants of the company and its contractors and vendors.
3. You will be under a Probation period for 6 months commencing from the Date of joining. Your probation will be confirmed based on your performance and Management reserves the right to extend your probation period if you fail to meet the performance expectations.
4. The remuneration package as mutually agreed upon shall be communicated to you on your joining with us.
5. Based on your performance, you will be eligible for pro-rata increment in the upcoming appraisal period if your date of joining is before 30th June of the calendar year. Otherwise, you will be eligible in the next appraisal period from the date of joining.
6. You will be entitled to other benefits such as leave and other entitlements on the terms stipulated in the HR Policy manual of the Company.



**CAPLIN ONE LABS LIMITED**

(formerly known as Caplin Onco Limited)

Registered Office: Ashvich Tower, 3rd Floor, Plot No 3,  
Developed Plots Industrial Estate, Perungudi, Chennai – 600 096.

+91 44 24968000 / +91 44 71148000

mail@caplinonelabs.com

www.caplinonelabs.com

CIN : U24299TN2021PLC143869

7. Your services may be terminated during your probationary period with a notice of one month or by paying one months' salary in lieu thereof without assigning any reasons thereof.. During your probationary period in case you decide to leave the company's services, you will be required to give the company one-month notice. After completion of your probation period, upon confirmation, your services may be terminated by giving a notice of three months' or by paying three months' salary in lieu of the notice period without assigning any reasons. After confirmation, in case you decide to leave the company's services, you will be required to give the company three-month notice. Any shortfall thereof may be waived by the Company at its sole discretion on payment of salary equivalent to such notice period waived.
8. Your appointment in this Company is whole time, and therefore you would devote your whole time and attention exclusively to your office work to promote the interest of the company. You shall not without our written permission carry out any trade or business, or be engaged, for any part of your time, in any capacity, in the services of any other firm, company or person, or be interested directly or indirectly in any other trade or business.
9. You shall not at any time discuss or divulge or make public any information relating to the company affairs to any person or utilize any of our secrets or technical know-how or related information (which you may possess by reason of your association with the Company) outside the Company. If you conceive of invent/discover/improve on any new or current methods of improving systems in relation to the operation of the Company, such developments, discoveries or inventions will be fully communicated to the Company and will remain the sole right/property of the Company. You are required to sign a Non-Disclosure and Confidentiality agreement at the time of joining with respect to the above.
10. This appointment is being made solely relying on the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect, or if any material information is detected by us to have been suppressed by you, or any action on your part is found to be in contravention of the conditions stated herein, the Company will have the right to terminate your services at any time without notice.
11. You will be bound by the rules and policies of the Company as may be in force from time to time. The Company shall have the right to transfer you to any of its locations / departments / offices anywhere in India and abroad. In case of deputation to a group company in India the terms and conditions of your employment including gross salary and benefits, etc., as stated in this letter will continue to be applicable. You will also be required to sign a code of conduct detailing operational rules.



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12. Your actual date of retirement will be the last working day of the month in which you complete 58 years of age and the company at its sole discretion may extend the age of super annuation.
13. You will keep us informed of any change in your residential address.
14. The Company attaches considerable importance to a high level of physical fitness and personal grooming.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by signing this letter and sending it back within four days from the date of receipt of this letter. Unless we receive information from you as stated above, and join before the date accepted and agreed, the appointment made by this letter, shall, unless otherwise decided by the Company, stand automatically revoked.

**For Caplin One Labs Limited**

**Dr.Sridhar Ganesan**  
**Director**

I agree to accept the Offer Letter on the terms and conditions mentioned above. I shall be reporting for duty on 04/10/2023.

**Name: Yogesh K**

**Date :** 27/09/2023

**Sign:**



# GABO ENTERPRISES

No.8/110, Depot Lane, GST Road, Pallavaram, Chennai  
May 5th, 2023



Dear Mr. Yokesh R :

GABO ENTERPRISES is pleased to extend an offer to you for the position of **Accounts Assistant**. We believe you will be an excellent addition to our team and are very much looking forward to having you on board.

As we discussed, your salary will be **Rs. 15,000 (Fifteen thousand rupees)** per month and will be paid on a monthly basis. Additionally, as discussed we would be providing incentives based on designated work targets. Your starting date will be May 6th, 2023, provided you pass a document verification and background check.

Your employment with GABO ENTERPRISES will be initiated as **Accounts assistant** for the first three months during which the employment is at will and either party can terminate the employment relationship at any time. The three months would be considered training period, during which any voluntary or uninformed resignation would nullify that particular month's salary. After three months from May 6th 2023, you would be promoted based on performance and the employment terms would be permanent. A notice period of 15 days would ensue termination of services by the company or the employee.

If you choose to accept this job offer, please sign this letter and return it to us at your earliest convenience. Please note that this offer will expire on May 10th 2023.

We look forward to welcoming you to our team!



Antony Kavim

Director

GABO ENTERPRISES

*R. Yokesh R.*

Signature

I hereby accept the Accounts Assistant position.

*10/05/2023*

Date

17-April-2023

Yuva Shree M

**Career Offer**

Dear Yuva,

We are pleased to offer you an appointment as per details given below:

- a) You will be designated as **Sub Editor**.
- b) You will be posted at **Noida**.
- c) You will be entitled to a compensation (cost to company) of **Rs. 400000/- (Four Lakh Rupees) per annum** including Variable Pay of **Rs. 20000/- (Twenty Thousand Rupees )\***.

This offer remains valid on compliance of the following conditions which are in accordance with organizational processes:

- Medical fitness being critical to an individual's contribution to business, the onus of submitting a medical fitness report from arecognized medical practitioner rests with you at the time of joining.
- In line with corporate governance & ethics of business, you shall agree to have necessary credential & reference verification administered on your educational/professional background.
- You will declare that you do not have any relative(s) working in any Essel Group Company. Relatives are defined as any blood relation, cousins, in-laws, spouse etc.
- You declare within seven days of receipt of this Offer Letter that you do not have any legal case pending against you in India or abroad, however in case there is any legal case is going on against you, the Company reserves the right to withdraw this offer at its discretion.
- You declare that you are not a director / partner in any firm. In case you are a director or partner in any company/firm, the Company reserves the right to withdraw this offer at its discretion.
- Submission of certificates/ proof of qualification and date of birth.
- Submission of passport size photographs (5).
- Submission of relieving letter/ certificate from the previous employer.
- Submission of proof of last salary drawn.
- Submission of dependent photographs (1/member).
- Photo ID of self - Aadhaar and Passport/Driving License/Voter ID.
- We would like to reiterate that this communication is private and confidential and not intended for perusal or information of any third party.
- Notwithstanding anything contained hereinabove, it is to be noted that this Offer is being made to you subject to and contingent upon successful completion of all background and reference checks along with the required supporting documentation. In case the background and reference checks are not found satisfactory by the Company, the Company shall be authorized to withdraw this Offer at its sole discretion with due intimation to you.

**INDIADOTCOM DIGITAL PRIVATE LIMITED**

(Formerly Rapidcube Technologies Private Limited, wholly owned subsidiary of Zee Media Corporation Limited)

Registered Office - FC 19, Sector 16A, Film City, Noida, Gautam Buddha Nagar, Uttar Pradesh-201301, India

Office Locations - Noida • Bengaluru • Mumbai • Hyderabad • Chennai • Bhuvaneshwar • Trivandrum

0120-2514700 • info@india.com • www.idpl.ai • CIN-U93000UP2020PTC137165

We expect you to join as early as possible, but not later than **01-May-2023** failing which our offer will stand automatically cancelled. A detailed letter of appointment together with the break-up of CTC will be given to you after you join the organization. Please return the duplicate of this letter duly signed by you in confirmation of receipt and your acceptance.

Yours sincerely

for **Indiadotcom Digital Private Limited**



**Ruchira Srivastava**  
Authorized Signatory

**IMPORTANT NOTE -**

- The employee needs to be on the rolls of the company on the day of disbursement of Variable Pay. In case of separation during the year, no pro rata payment will be done.
- The Company reserves the right to restructure your salary and components thereof at any point of time during your employment with the company.
- All tax implications arising out of your salary structure shall be borne by you.
- Please note that all above details are individual specific and hence strict confidentiality needs to be maintained

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