



## E.G.S. PILLAY ENGINEERING COLLEGE (AUTONOMOUS)

NAGAPATTINAM – 611 002. TAMILNADU, INDIA

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai

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### TO WHOMSOEVER IT MAY CONCERN

This to certify that the lists of students placed during the academic year 2021 - 2022 are given below:

S.No	Name of student placed with his/her contact details	Programme Completed	Name of the employer with contact details	Pay package at the time of appointment
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601	SHAIK ABDULLA A E20BAR081@egspec.org	MBA	Hinduja Global Solutions Limited careers@hgs.com	1.44 LPA

ATTESTED

  
Dr. S. RAMABALAN, M.E., Ph.D.,  
PRINCIPAL

E.G.S. Pillay Engineering College,  
Thethi, Nagore - 611 002.  
Nagapattinam (Dt) Tamil Nadu.



## E.G.S. PILLAY ENGINEERING COLLEGE (AUTONOMOUS)

NAGAPATTINAM – 611 002. TAMILNADU, INDIA

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai

(Accredited by NAAC with 'A' Grade and NBA)

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**ATTESTED**  
  
**Dr. S. RAMABALAN, M.E., Ph.D.,**  
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645	MOHAMED ALIYAR A E18MER042@egspec.org	MECH	AVTEC marketing.ppd@avtec.in	1.39 LPA

ATTESTED

  
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Thethi, Nagore - 611 002.  
Nagapattinam (Dt) Tamil Nadu.

Ref No: CORP/CHP/0146

Date: 02-Dec-21

Tharshini Priya Karthikeyan

7/1, Sivan East Street, Erukattancherry(Po), Tharangambadi(Tk), Mayiladuthurai, Tamil Nadu, India  
-609307.

**Sub: Your Offer of Employment in Intellect**

Dear Tharshini Priya Karthikeyan,

Thank you for the time you invested in exploring career opportunity with Intellect. Through the campus hiring process we have determined that your capabilities are aligned to the organization requirement and have hence chosen to invite you to be part of the Intellect family! Congratulations!!!

We believe that the prosperity of an organization is defined by the power of thought, of both individuals and teams and therein we put 'Design Thinking' at the core of everything we do. This maximizes our chances of getting to a state of mind that is 'Fulfillment'; as we create opportunities for ourselves to contribute to our fullest capacity with the freedom to think and act differently. This, in turn is possible with us having the feeling of belongingness. Hence, for us, all employees are associates and you are set to become one of our fellow associates.

This invitation to you is to join us as **Associate Consultant in Grade T120**. Your base location shall be **Chennai**. We are looking forward to welcoming you on your date of joining. We would communicate your date of joining in due course of time to your E-mail address on file with us. Your joining date will be after completion of your final semester exams. Please note that this offer shall stand to be void if you do not meet the qualifying criteria for award of the degree by the University.

Your gross compensation shall be **INR 500,000/- (Rupees Five Lakhs) per annum**. The details of the same are as in Annexure-A of this Offer of Employment. The organization is confident of its ability in hiring some of the best talent in the industry and you are one such talent. Backed by this confidence the organization is happy to assure you **100% of your variable pay component for the first two years** of employment with us. However, we would like to see you earning up to the maximum of **130%** of your variable pay component. The same shall be determined through the robust Performance Development Dialogue process that measures contribution during every year and sets you up for success in the next year.

When all of us come together as associates of this organization placing the interests of us humans above everything else, it is important that we have the ecosystem of policies and practices that enable us to exercise our rights freely. This is possible with everyone in the organization respecting each other as individuals, playing their part in protecting and nourishing the collective work culture. Towards this, we have set some boundaries / norms / rules for ourselves as associates of the organization and shall abide by the same in all circumstances. As we evolve, we do make changes to the rules governing ourselves to be aligned to the demands of the environment and associate needs. We will continue to abide by the changes as and when they are made. Given below are a brief on some of the key terms that govern us when we are in employment with the organization.

\_\_\_\_\_  
(Signature of Associate)

## 1. Employment Terms:

**A. Service Rules:** Your services in Intellect will be governed by the service rules and regulations, which are in force or which would be brought into force from time to time, as applicable to all Associates of the Company. Some of the service rules are enumerated below in this document. In addition to these, all Company policies and Associate related guidelines are made available on the intranet of the Company. Changes/amendments to these policies and guidelines are made taking into consideration Company's and associates' best interests from time to time. You are advised to go through these policies and adhere to them during your employment with the Company.

**B. Full Time Work:** Your position is a full time employment and you shall devote yourself exclusively to the business of the Company. You will not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

**C. Code of Conduct:** You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in code of conduct, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

**D. Past Record:** If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

**E. Responsibilities:** You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.

**F. Confidentiality:** You are expected to maintain utmost secrecy in regard to affairs of Intellect and shall keep any information of Intellect, whether written or oral, confidential. Please note that the terms and conditions of your services with Intellect shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of Intellect. If required by Intellect or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of Intellect and/or its Clients. The confidentiality obligation will be perpetual in nature. Your service shall be terminated with immediate effect without any prior notice in the event of breach of confidentiality provision.

## 2. Leave Eligibility

You are entitled to Leave benefits during your employment with the Company. Annual eligibility of Earned leave will depend on the length of service of the Associate. For the first three years, the eligibility is 15 days of earned leave and 6 days of sick leave. Detailed terms and conditions relating to leave eligibility are provided under leave policy on the intranet and any changes made in the same shall be binding.

## 3. Working Hours

Intellect observes a 5-day work week with Saturdays and Sundays as weekly holidays. The office hours are from 08:30 am to 05:30 pm, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. Associates are expected to follow the client's working hours and holidays while on deputation to client's site in India/other countries. In the event an Associate fails to register attendance consecutively for 3 working days, without any prior notice to their immediate manager or concerned HR partner, the organization shall initiate appropriate disciplinary action against the Associate as per policy.

## 4. Transfer

Please note that Intellect has the right to transfer you to other locations of Intellect or to transfer you to work for its Group companies or for its Clients, at their respective locations, whether in India or abroad as per the business requirements.

## 5. Medical Fitness

You are required to continuously maintain yourself in a state of good medical fitness, both physical and mental so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Intellect or its clients when assigned to work at their premises.

## 6. Associate Representation

- a) Your continued employment with the Company is solely based upon the representations and information furnished by you to the Company, including (but not limited to) your educational and professional qualifications, being true and accurate at all times.
- b) You shall submit any documents requested by the Company but pending your submission [on the day/within seven days] of joining. You further acknowledge and represent that the submitted documents shall be consistent with the information provided to the Company during the release of this Offer Letter.
- c) If, at any point in time, your representation regarding your qualifications and/or experience is found to be incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS terminate your Services with immediate effect and without notice; without incurring any liability whatsoever thereof for the Company. Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all cost, losses, damages and liabilities that may have been caused to the Company due to such incorrect and/or false and/or

fraudulent and/or forged representation and the company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming indemnity from you, without limitation. Company shall also claim liquidated damages amounting to Rs.500,000/- (Rupees Five Lakhs only).

- d) A negative outcome of any candidate reference and background verification undertaken by the Company may result in the termination of your employment with the Company. In such a case, you will not be entitled to the period of notice, or pay in lieu of notice, set forth in Section [●] of this Offer Letter.

## 7. Notice Period & Termination

- a) Your employment may be terminated by either party upon giving 90 day's notice or 90 days salary in lieu of notice period (Whereas salary in lieu of notice period as an option can be exercised by the employee only upon approval from the Management). "Salary" for the purpose of notice period will mean "Annualised Monthly Components" as given in the compensation break up sheet in this 'offer of employment' or subsequent revision letters. Notwithstanding anything contained herein, the Company shall have the right of immediate termination of your services without giving you 90 days notice period or 90 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and/or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof and iv) any proven misconduct.
- b) You are required to sign a training agreement with the Company to remain employed with the Company for a minimum period of two (2) years from the date of joining, which agreement will include you paying a sum of Rs. 1.5 lakh in lieu of any breach of obligations set forth therein.

## 8. Intellectual Property Rights

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Intellect or its Clients will be deemed as work done for hire and it belongs to Intellect perpetually and without any claim from you. IPR would mean rights in software, systems, documentations, designs, tools, inventions, patents, utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Intellect, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Intellect during your tenure with Intellect or otherwise.

## 9. Non-solicitation of Customer(s)

You shall not during the term of your employment with the Company and a period of 1 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

- i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;
- ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

#### 10. Restriction on Joining a Customer

You agree that for a period of one (1) year following the termination of your employment with Intellect for any reason, you will not: (a) accept any offer of employment from any customer of Intellect, where you had worked in a professional capacity with that customer in the one (1) year immediately preceding the termination of your employment with Intellect; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the one (1) year immediately preceding the termination of your employment from Intellect. You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of one (1) year following your termination of your employment with Intellect for any reason.

#### 11. Non-Solicitation

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

#### 12. ISMS

You shall read and understand the information security training material(s) of Intellect and complete the ISMS Certification within one month of your joining Intellect, failing which appropriate disciplinary action as per Intellect policies may be initiated against you, including withholding of your salary till such period you complete the ISMS Certification.

#### 13. Superannuation (Retirement)

You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60<sup>th</sup> birthday.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely,  
for Intellect Design Arena Ltd.,



**PADMINI SHARATHKUMAR**  
**CHIEF TALENT OFFICER**

IT

I have carefully read and understood the above offer terms including the terms contained in Annexure A and agree that the provisions of this letter and the Annexure A are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature :

Name :

Date :

**Annexure -A - Compensation Structure Break Up**

Components	Per Annum Amount in INR
------------	----------------------------

**A. Annualised Monthly Components**

Basic	180,000/-
House Rent Allowance	90,000/-
Advance against Statutory Bonus	16,800/-
Special Allowance	142,942/-
<b>Total (A)</b>	<b>429,742/-</b>

**B. Retiral Benefits**

Provident Fund	21,600/-
Gratuity	8,658/-
Superannuation	
<b>Total(B)</b>	<b>30,258/-</b>
<b>Fixed Component (A+B)</b>	<b>460,000/-</b>

**C. Variable Pay**

Individual Performance Based Pay	27,600/-
Team & Orgn Performance Based Pay	6,900/-
<b>Annual Performance Driven Pay (C)*</b>	<b>34,500/-</b>

**D. Other Benefits**

Medical & Accident Insurance	5,500/-
<b>Benefits (D)</b>	<b>5,500/-</b>

<b>Total A + B + C + D</b>	<b>500,000/-</b>
----------------------------	------------------

**Provident Fund:** Employer contribution as per provisions of the Provident Fund Act

**Gratuity:** The eligibility and payout shall be as per the Provisions of the Payment of Gratuity Act

**Superannuation is an optional Retirement Benefit. Associate may choose to contribute 5% of Basic Salary. Please refer to Superannuation policy for more specific details in the associate induction handbook for more specific details.**

**Variable Pay / Annual Performance Driven Pay (APDP) are linked to performance against targets that are set and agreed with your supervisor. The payout amount is assured with 100% for the first year and the second year. The earning potential can extend up to 130% of the eligible amount. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.**

**Medical Insurance Premium amount shown in the above table is nominal only. The organization is currently investing close to INR 10,000/- p.a for your medical insurance. The amount insured for you is INR 3 lakhs per annum.**



IT

**LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING**

At the time of joining, you are requested to bring the below mentioned documents in **original**, with a copy of each.

1. **Three passport size photographs with red background**
2. **Copy of 12<sup>th</sup> Standard Mark sheet**
3. **Provisional certificate for Under Graduate Degree along with Semester wise Mark sheet**
4. **Copy of Aadhar Card**
5. **Pan Card number (if available)**
6. **Copy of Passport – first and last page (if Passport is available)**

Ref No: CORP/CHP/0145

Date: 02-Dec-21

**Nithyasri Gandhi**

1/94 Gandhi Nagar, Vazhuvoor ,Mayiladuthurai,Nagapattinam 609401.

**Sub: Your Offer of Employment in Intellect**

Dear **Nithyasri Gandhi**,

Thank you for the time you invested in exploring career opportunity with Intellect. Through the campus hiring process we have determined that your capabilities are aligned to the organization requirement and have hence chosen to invite you to be part of the Intellect family! Congratulations!!!

We believe that the prosperity of an organization is defined by the power of thought, of both individuals and teams and therein we put 'Design Thinking' at the core of everything we do. This maximizes our chances of getting to a state of mind that is 'Fulfillment'; as we create opportunities for ourselves to contribute to our fullest capacity with the freedom to think and act differently. This, in turn is possible with us having the feeling of belongingness. Hence, for us, all employees are associates and you are set to become one of our fellow associates.

This invitation to you is to join us as **Associate Consultant in Grade T120**. Your base location shall be **Chennai**. We are looking forward to welcoming you on your date of joining. We would communicate your date of joining in due course of time to your E-mail address on file with us. Your joining date will be after completion of your final semester exams. Please note that this offer shall stand to be void if you do not meet the qualifying criteria for award of the degree by the University.

Your gross compensation shall be **INR 500,000/- (Rupees Five Lakhs) per annum**. The details of the same are as in Annexure-A of this Offer of Employment. The organization is confident of its ability in hiring some of the best talent in the industry and you are one such talent. Backed by this confidence the organization is happy to assure you **100% of your variable pay component for the first two years** of employment with us. However, we would like to see you earning up to the maximum of **130%** of your variable pay component. The same shall be determined through the robust Performance Development Dialogue process that measures contribution during every year and sets you up for success in the next year.

When all of us come together as associates of this organization placing the interests of us humans above everything else, it is important that we have the ecosystem of policies and practices that enable us to exercise our rights freely. This is possible with everyone in the organization respecting each other as individuals, playing their part in protecting and nourishing the collective work culture. Towards this, we have set some boundaries / norms / rules for ourselves as associates of the organization and shall abide by the same in all circumstances. As we evolve, we do make changes to the rules governing ourselves to be aligned to the demands of the environment and associate needs. We will continue to abide by the changes as and when they are made. Given below are a brief on some of the key terms that govern us when we are in employment with the organization.

---

(Signature of Associate)

## 1. Employment Terms:

**A. Service Rules:** Your services in Intellect will be governed by the service rules and regulations, which are in force or which would be brought into force from time to time, as applicable to all Associates of the Company. Some of the service rules are enumerated below in this document. In addition to these, all Company policies and Associate related guidelines are made available on the intranet of the Company. Changes/amendments to these policies and guidelines are made taking into consideration Company's and associates' best interests from time to time. You are advised to go through these policies and adhere to them during your employment with the Company.

**B. Full Time Work:** Your position is a full time employment and you shall devote yourself exclusively to the business of the Company. You will not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

**C. Code of Conduct:** You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in code of conduct, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

**D. Past Record:** If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

**E. Responsibilities:** You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.

**F. Confidentiality:** You are expected to maintain utmost secrecy in regard to affairs of Intellect and shall keep any information of Intellect, whether written or oral, confidential. Please note that the terms and conditions of your services with Intellect shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of Intellect. If required by Intellect or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of Intellect and/or its Clients. The confidentiality obligation will be perpetual in nature. Your service shall be terminated with immediate effect without any prior notice in the event of breach of confidentiality provision.

## 2. Leave Eligibility

You are entitled to Leave benefits during your employment with the Company. Annual eligibility of Earned leave will depend on the length of service of the Associate. For the first three years, the eligibility is 15 days of earned leave and 6 days of sick leave. Detailed terms and conditions relating to leave eligibility are provided under leave policy on the intranet and any changes made in the same shall be binding.

## 3. Working Hours

Intellect observes a 5-day work week with Saturdays and Sundays as weekly holidays. The office hours are from 08:30 am to 05:30 pm, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. Associates are expected to follow the client's working hours and holidays while on deputation to client's site in India/other countries. In the event an Associate fails to register attendance consecutively for 3 working days, without any prior notice to their immediate manager or concerned HR partner, the organization shall initiate appropriate disciplinary action against the Associate as per policy.

## 4. Transfer

Please note that Intellect has the right to transfer you to other locations of Intellect or to transfer you to work for its Group companies or for its Clients, at their respective locations, whether in India or abroad as per the business requirements.

## 5. Medical Fitness

You are required to continuously maintain yourself in a state of good medical fitness, both physical and mental so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Intellect or its clients when assigned to work at their premises.

## 6. Associate Representation

- a) Your continued employment with the Company is solely based upon the representations and information furnished by you to the Company, including (but not limited to) your educational and professional qualifications, being true and accurate at all times.
- b) You shall submit any documents requested by the Company but pending your submission [on the day/within seven days] of joining. You further acknowledge and represent that the submitted documents shall be consistent with the information provided to the Company during the release of this Offer Letter.
- c) If, at any point in time, your representation regarding your qualifications and/or experience is found to be incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS terminate your Services with immediate effect and without notice; without incurring any liability whatsoever thereof for the Company. Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all cost, losses, damages and liabilities that may have been caused to the Company due to such incorrect and/or false and/or fraudulent and/or forged representation and the company shall be entitled to seek

specific performance or other injunctive or equitable relief as a remedy apart from claiming indemnity from you, without limitation. Company shall also claim liquidated damages amounting to Rs.500,000/- (Rupees Five Lakhs only).

- d) A negative outcome of any candidate reference and background verification undertaken by the Company may result in the termination of your employment with the Company. In such a case, you will not be entitled to the period of notice, or pay in lieu of notice, set forth in Section [●] of this Offer Letter.

## 7. Notice Period & Termination

- a) Your employment may be terminated by either party upon giving 90 day's notice or 90 days salary in lieu of notice period (Whereas salary in lieu of notice period as an option can be exercised by the employee only upon approval from the Management). "Salary" for the purpose of notice period will mean "Annualised Monthly Components" as given in the compensation break up sheet in this 'offer of employment' or subsequent revision letters. Notwithstanding anything contained herein, the Company shall have the right of immediate termination of your services without giving you 90 days notice period or 90 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and/or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof and iv) any proven misconduct.
- b) You are required to sign a training agreement with the Company to remain employed with the Company for a minimum period of two (2) years from the date of joining, which agreement will include you paying a sum of Rs. 1.5 lakh in lieu of any breach of obligations set forth therein.

## 8. Intellectual Property Rights

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Intellect or its Clients will be deemed as work done for hire and it belongs to Intellect perpetually and without any claim from you. IPR would mean rights in software, systems, documentations, designs, tools, inventions, patents, utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Intellect, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Intellect during your tenure with Intellect or otherwise.

## 9. Non-solicitation of Customer(s)

You shall not during the term of your employment with the Company and a period of 1 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

- i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who

becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;

- ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

#### 10. Restriction on Joining a Customer

You agree that for a period of one (1) year following the termination of your employment with Intellect for any reason, you will not: (a) accept any offer of employment from any customer of Intellect, where you had worked in a professional capacity with that customer in the one (1) year immediately preceding the termination of your employment with Intellect; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the one (1) year immediately preceding the termination of your employment from Intellect. You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of one (1) year following your termination of your employment with Intellect for any reason.

#### 11. Non-Solicitation

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

#### 12. ISMS

You shall read and understand the information security training material(s) of Intellect and complete the ISMS Certification within one month of your joining Intellect, failing which appropriate disciplinary action as per Intellect policies may be initiated against you, including withholding of your salary till such period you complete the ISMS Certification.

#### 13. Superannuation (Retirement)

You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60<sup>th</sup> birthday.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely,  
for Intellect Design Arena Ltd.,



**PADMINI SHARATHKUMAR**  
**CHIEF TALENT OFFICER**

JT

I have carefully read and understood the above offer terms including the terms contained in Annexure A and agree that the provisions of this letter and the Annexure A are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature

: Nithyasri.G

Name

: Nithyasri Gandhi

Date : 05/12/2021

**Annexure -A - Compensation Structure Break Up**

Components	Per Annum Amount in INR
------------	----------------------------

**A. Annualised Monthly Components**

Basic	180,000/-
House Rent Allowance	90,000/-
Advance against Statutory Bonus	16,800/-
Special Allowance	142,942/-
<b>Total (A)</b>	<b>429,742/-</b>

**B. Retiral Benefits**

Provident Fund	21,600/-
Gratuity	8,658/-
Superannuation	
<b>Total(B)</b>	<b>30,258/-</b>
<b>Fixed Component (A+B)</b>	<b>460,000/-</b>

**C. Variable Pay**

Individual Performance Based Pay	27,600/-
Team & Orgn Performance Based Pay	6,900/-
<b>Annual Performance Driven Pay (C)*</b>	<b>34,500/-</b>

**D. Other Benefits**

Medical & Accident Insurance	5,500/-
<b>Benefits (D)</b>	<b>5,500/-</b>

<b>Total A + B + C + D</b>	<b>500,000/-</b>
----------------------------	------------------

**Provident Fund:** Employer contribution as per provisions of the Provident Fund Act

**Gratuity:** The eligibility and payout shall be as per the Provisions of the Payment of Gratuity Act

**Superannuation** is an optional Retirement Benefit. Associate may choose to contribute 5% of Basic Salary. Please refer to Superannuation policy for more specific details in the associate induction handbook for more specific details.

**Variable Pay / Annual Performance Driven Pay (APDP)** are linked to performance against targets that are set and agreed with your supervisor. The payout amount is assured with 100% for the first year and the second year. The earning potential can extend up to 130% of the eligible amount. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.

**Medical Insurance Premium** amount shown in the above table is nominal only. The organization is currently investing close to INR 10,000/- p.a for your medical insurance. The amount insured for you is INR 3 lakhs per annum.



IT

**LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING**

At the time of joining, you are requested to bring the below mentioned documents in **original**, with a copy of each.

1. **Three passport size photographs with red background**
2. **Copy of 12<sup>th</sup> Standard Mark sheet**
3. **Provisional certificate for Under Graduate Degree along with Semester wise Mark sheet**
4. **Copy of Aadhar Card**
5. **Pan Card number (if available)**
6. **Copy of Passport – first and last page (if Passport is available)**

**EGS|Students|L&T|**

1 message

**Ravishanker Kannan** <ravishanker.kannan@Intedutech.com>  
To: "placement@egspec.org" <placement@egspec.org>

Fri, Sep 2, 2022 at 10:50 PM

Hi Chandrasekhar,

This is to confirm that the student will be selected under the given eligibility criteria and also we will be taking final-year students on success upon the online assessment.

The final year students will be doing an internship with us as well as based on their performance and under the given eligibility we will offer them the GET program for the CTC INR 5 Lakhs

- **Undergraduate qualification** – Engineers in any stream
- **Academics:**
  - Post 10th, students should have completed 12th / Diploma / Under-graduation / Engineering (B.E / B.Tech.) within 2 / 3 / 3 / 4 years respectively from the completion of 10th
  - Aggregate %age in 10th, 12th, Diploma, Under-graduation, Engineering – minimum 60% without any backlogs (all papers to be cleared in the first attempt; full-time)
- **Mode of Study:** Only candidates pursuing their Under-graduation in full-time mode are eligible. Candidates pursuing their Dual-Degree / Integrated program or through part-time or correspondence are not eligible.
- **Back-Logs / Arrears:** Candidates should not have any history of arrears or standing arrears throughout their Under-graduation.
- **Age:** Candidates must be less than / equal to 27 years of age on 1st July of the year of joining.
- **Nationality:** Indian Nationals only. Foreign Nationals are not eligible.
- **Medical Fitness:** Final selection is subject to medical fitness as recommended by our company doctors at our designated hospitals.

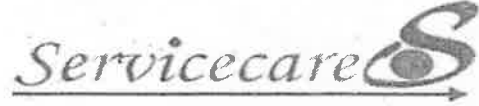
**Annual CTC - ₹5lacs per annum**

Rgds,

RK

Team|Talent Acquisition





Ref No: SCPL/2022/EDUTECH/112,  
March 01, 2022

**Mr. Hariharan E**  
No 1, Pillaiyar Kovil Street  
South Palpanaicheri,  
Nagapattinam  
Mob: 9600587387  
Email: thisishariharan7@gmail.com

Dear **Mr. Hariharan E**  
Congratulations!!!

Please refer to the F2F interview you had with **M/s. L&T Edutech**, for the position of **Internship**.

We are very happy to inform you about your selection and internship offer you a Stipend of **INR 10,000/-**. You will be on our roll for an internship period of 6 months from 01-03-2022 on Fixed Term basis. We would like you to join on **01-03-2022** at **M/s. L&T EduTech, Manappakkam, Chennai - 600089**.

On your joining date, please bring (i) the original and 1 photocopy of this letter duly signed and dated by you; (ii) one self-photograph (passport sized color photos with a white background); (iii) the originals and one set of photocopies of the following documents:

- Education certificate. Photocopies should include both front & back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer. Include your employee number with such previous employer(s)
- Proof of identity - Bring one of the following documents: passport, driving license, voter ID, aadhar card, pan card or credit card with photograph.
- Copy of your Bank Passbook first page along with Account number & IFSC code.

Please note that all of the above documents are mandatory.

Please contact us at 044 4359 0055 / 4359 9005 for any queries regarding your employment offer.

With best regards & Good luck.

  
**Anuroop S.**  
General Manager.

*Servicecare Pvt. Ltd.*

CIN : U74900KA2011PTC058639

Registered office: 1<sup>st</sup> Floor, No.653, 2<sup>nd</sup> Main Road, Damlur Layout, Bengaluru – 560071.

Ph. : 25354728/25354729/25353209

Chennai City Office: No.2, Rajarajan Street, First Floor, Ekkattuthangal, Chennai – 600032.

Ph. : 43590055/49590055

www.servicecare.in

**EGS|Students|L&T|**

1 message

**Ravishanker Kannan** <ravishanker.kannan@lntedutech.com>  
To: "placement@egspec.org" <placement@egspec.org>

Fri, Sep 2, 2022 at 10:50 PM

Hi Chandrasekhar,

This is to confirm that the student will be selected under the given eligibility criteria and also we will be taking final-year students on success upon the online assessment.

The final year students will be doing an internship with us as well as based on their performance and under the given eligibility we will offer them the GET program for the CTC INR 5 Lakhs

- **Undergraduate qualification** – Engineers in any stream
- **Academics:**
  - Post 10th, students should have completed 12th / Diploma / Under-graduation / Engineering (B.E / B.Tech.) within 2 / 3 / 3 / 4 years respectively from the completion of 10th
  - Aggregate %age in 10th, 12th, Diploma, Under-graduation, Engineering – minimum 60% without any backlogs (all papers to be cleared in the first attempt; full-time)
- **Mode of Study:** Only candidates pursuing their Under-graduation in full-time mode are eligible. Candidates pursuing their Dual-Degree / Integrated program or through part-time or correspondence are not eligible.
- **Back-Logs / Arrears:** Candidates should not have any history of arrears or standing arrears throughout their Under-graduation.
- **Age:** Candidates must be less than / equal to 27 years of age on 1st July of the year of joining.
- **Nationality:** Indian Nationals only. Foreign Nationals are not eligible.
- **Medical Fitness:** Final selection is subject to medical fitness as recommended by our company doctors at our designated hospitals.

**Annual CTC - ₹5lacs per annum**

Rgds,

RK

Team|Talent Acquisition



Ref No: SCPL/2022/EDUTECH/153  
March 21, 2022

**Ms. Jayapreethi Gowthaman**  
9D, Syed Nagar, Kollidam(P.O),  
Sirkali(T.K) , Mayiladuthurai(D.T)  
Mob: 9345857370  
Email: jayapreethi0803@gmail.com

Dear **Ms. Jayapreethi Gowthaman**  
Congratulations!!!

Please refer to the interview you had with **M/s. L&T EduTech**, for the position of **Internship**.

We are very happy to inform you about your selection and internship offer you a Stipend of **INR 10,000/-**. You will be on our roll for an internship period of 6 months from 28-03-2022 on Fixed Term basis. We would like you to join on **28-03-2022** at **M/s. L&T EduTech, Manapakkam, Chennai - 600089**.

On your joining date, please bring (i) the original and 1 photocopy of this letter duly signed and dated by you; (ii) one self-photograph (passport sized color photos with a white background); (iii) the originals and one set of photocopies of the following documents:

- Education certificate. Photocopies should include both front & back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer. Include your employee number with such previous employer(s)
- Proof of identity - Bring one of the following documents: passport, driving license, voter ID, aadhar card, pan card or credit card with photograph.
- Copy of your Bank Passbook first page along with Account number & IFSC code.

Please note that all of the above documents are mandatory.

Please contact us at 044 4359 0055 / 4359 9005 for any queries regarding your employment offer.

With best regards & Good luck.

  
**Anurag S.**  
General Manager.

*Servicecare Pvt. Ltd.*

**CIN : U74900KA2011PTC058639**

**Registered office:** 1<sup>st</sup> Floor, No.653, 2<sup>nd</sup> Main Road , Damlur Layout, Bengaluru – 560071.

Ph. : 25354728/25354729/25353209

**Chennai City Office:** No.2, Rajarajan Street, First Floor, Ekkattuthangal, Chennai – 600032.

Ph. : 43590055/49590055

www.servicecare.in

**EGS|Students|L&T|**

1 message

**Ravishanker Kannan** <ravishanker.kannan@intedutech.com>

Fri, Sep 2, 2022 at 10:50 PM

To: "placement@egspec.org" <placement@egspec.org>

Hi Chandrasekhar,

This is to confirm that the student will be selected under the given eligibility criteria and also we will be taking final-year students on success upon the online assessment.

The final year students will be doing an internship with us as well as based on their performance and under the given eligibility we will offer them the GET program for the CTC INR 5 Lakhs

- **Undergraduate qualification** – Engineers in any stream
- **Academics:**
  - Post 10th, students should have completed 12th / Diploma / Under-graduation / Engineering (B.E / B.Tech.) within 2 / 3 / 3 / 4 years respectively from the completion of 10th
  - Aggregate %age in 10th, 12th, Diploma, Under-graduation, Engineering – minimum 60% without any backlogs (all papers to be cleared in the first attempt; full-time)
- **Mode of Study:** Only candidates pursuing their Under-graduation in full-time mode are eligible. Candidates pursuing their Dual-Degree / Integrated program or through part-time or correspondence are not eligible.
- **Back-Logs / Arrears:** Candidates should not have any history of arrears or standing arrears throughout their Under-graduation.
- **Age:** Candidates must be less than / equal to 27 years of age on 1st July of the year of joining.
- **Nationality:** Indian Nationals only. Foreign Nationals are not eligible.
- **Medical Fitness:** Final selection is subject to medical fitness as recommended by our company doctors at our designated hospitals.

**Annual CTC - ₹5lacs per annum**

Rgds,

RK

Team|Talent Acquisition





06.06.2022  
POL/SOW/L&T

Dear Sailakshmi Selvakumar,

Provisional Offer of Employment for Fixed Term Contract

We are pleased to offer you employment in our organization as **Trainee- Developer and** that your services are being deputed to **Larsen and Toubro Ltd** on the following terms and conditions:

Your employment will be valid from **13.06.2022** to **12.06.2023**, for a period of 1 Year, unless and until it is specifically extended in writing.

During the above mentioned period, your services may be deputed to our client to do work pertaining to incidental to the client's business, at any of their locations within India.

Your Monthly net take home will be **Rs. 10,000/-**

Your employment is subject to:

- a. Proof of your educational certificates (Optional), Aadhar proof, Age Proof and Passport size photographs.
- b. You have to fill joining Form, Applicant Profile form and PF Nomination form etc. and arrange to submit it on or before joining.

Please note that this is only a provisional offer of employment for a fixed term and is not to be constructed as an appointment letter. An appointment letter would be issued to you on your accepting this provisional offer.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the provisional offer, a detailed appointment letter would be sent to you once you fulfil our employment conditions and join duty.

Wishing you the very best!

Yours truly,

For Ciel HR Services Pvt. Ltd.

**Aditya Narayan Mishra**  
CEO

(Acceptance Signature and Date)

---

**CIEL HR Services Private Limited**

2nd Floor, No.646, 27th Main Road, HSR Layout Sector 1, Bangalore-560102

Regd Off: 3rd Floor, 'Amble Side', No.8, KNK Road, Nungambakkam, Chennai -600006

Tel: +91-44-4910 9999 E-mail: info@cielhr.com Web: www.cielhr.com (CIN No:74140TN2010PTC077095)

**Annexure**

Details	Monthly	Annual
Basic	9500	114000
HRA	1142	13704
Statutory Bonus	791	9496
Gross Salary	11433	137200
PF Gross	9500	114000
PF	1140	13680
Admin	95	1140
Insurance	1000	12000
ESIC	372	4464
CTC(Cost to the Company)	14041	168492
PF EE	1140	13680
ESIC EE	86	1032
PT	208	2496
Total Deduction	1434	17208
Net Take Home	10000	120000

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**CIEL HR Services Private Limited**

2nd Floor, No.646, 27th Main Road, HSR Layout Sector 1, Bangalore-560102

Regd Off: 3rd Floor, 'Amble Side', No.8, KNK Road, Nungambakkam, Chennai -600006

Tel: +91-44-4910 9999 E-mail: info@cielhr.com Web: www.cielhr.com (CIN No:74140TN2010PTC077095)





Ref No: SCPL/2022/EDUTECH/114  
March 01, 2022

Mr. Dheepak Ram R  
No,16 South Street ,  
V.Kottapadi ,  
Sethur(post),  
Mob: 9715988110  
Email: rdheepakram@gmail.com

Dear Mr. Dheepak Ram R  
Congratulations!!!

Please refer to the interview you had with M/s. L&T EduTech, for the position of Internship.

We are very happy to inform you about your selection and internship offer you a Stipend of **INR 10,000/-**. You will be on our roll for an internship period of 6 months from 01-03-2022 on Fixed Term basis. We would like you to join on **01-03-2022** at M/s. L&T EduTech, Manapakkam, Chennai - 600089.

On your joining date, please bring (i) the original and 1 photocopy of this letter duly signed and dated by you; (ii) one self-photograph (passport sized color photos with a white background); (iii) the originals and one set of photocopies of the following documents:

- Education certificate. Photocopies should include both front & back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer. Include your employee number with such previous employer(s)
- Proof of identity - Bring one of the following documents: passport, driving license, voter ID, aadhar card, pan card or credit card with photograph.
- Copy of your Bank Passbook first page along with Account number & IFSC code.

Please note that all of the above documents are mandatory.

Please contact us at 044 4359 0055 / 4359 9005 for any queries regarding your employment offer.

With best regards & Good luck.



Anuroop  
General Manager.

*Servicecare Pvt. Ltd.*

CIN : U74900KA2011PTC058639

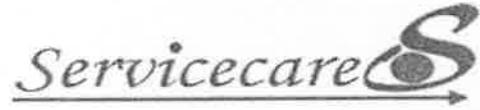
Registered office: 1<sup>st</sup> Floor, No.653, 2<sup>nd</sup> Main Road , Damlur Layout, Bengaluru – 560071.

Ph. : 25354728/25354729/25353209

Chennai City Office: No.2, Rajarajan Street, First Floor, Ekkattuthangal, Chennai – 600032.

Ph. : 43590055/49590055

www.servicecare.in



Ref No: SCPL/2022/EDUTECH/119  
March 01, 2022

Mr. Kevin Christopher  
No:1  
Gnanaprakasam Street,  
Mob: 6374514038  
Email: kevinchristopher1613@gmail.com

Dear Mr. Kevin Christopher  
Congratulations!!!

Please refer to the interview you had with M/s. L&T EduTech, for the position of Internship.

We are very happy to inform you about your selection and internship offer you a Stipend of INR 10,000/-. You will be on our roll for an internship period of 6 months from 01-03-2022 on Fixed Term basis. We would like you to join on 01-03-2022 at M/s. L&T EduTech, Manapakkam, Chennai - 600089.

On your joining date, please bring (i) the original and 1 photocopy of this letter duly signed and dated by you; (ii) one self-photograph (passport sized color photos with a white background); (iii) the originals and one set of photocopies of the following documents:

- Education certificate. Photocopies should include both front & back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer. Include your employee number with such previous employer(s)
- Proof of identity - Bring one of the following documents: passport, driving license, voter ID, aadhar card, pan card or credit card with photograph.
- Copy of your Bank Passbook first page along with Account number & IFSC code.

Please note that all of the above documents are mandatory.

Please contact us at 044 4359 0055 / 4359 9005 for any queries regarding your employment offer.

With best regards & Good luck.

Anuroop S S  
General Manager



*Servicecare Pvt. Ltd.*

CIN : U74900KA2011PTC058639

Registered office: 1<sup>st</sup> Floor, No.653, 2<sup>nd</sup> Main Road , Damlur Layout, Bengaluru – 560071.

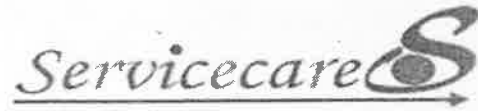
Ph. : 25354728/25354729/25353209

Chennai City Office: No.2, Rajarajan Street, First Floor, Ekkattuthangal, Chennai – 600032.

Ph. : 43590055/49590055

www.servicecare.in

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Ref No: SCPL/2022/EDUTECH/113  
March 01, 2022

**Ms. Nithiya Karan K**  
No.56,Sattayappar,  
North street,  
Nagapattinam  
Mob: 9384966933  
Email: nithiyakaran2603@gmail.com

Dear **Ms. Nithiya Karan K**  
Congratulations!!!

Please refer to the F2F interview you had with **M/s. L&T Edutech**, for the position of **Internship**.

We are very happy to inform you about your selection and internship offer you a Stipend of **INR 10,000/-**. You will be on our roll for an internship period of 6 months from 01-03-2022 on Fixed Term basis. We would like you to join on **01-03-2022** at **M/s. L&T EduTech, Manapakkam, Chennai - 600089**.

On your joining date, please bring (i) the original and 1 photocopy of this letter duly signed and dated by you; (ii) one self-photograph (passport sized color photos with a white background); (iii) the originals and one set of photocopies of the following documents:

- Education certificate. Photocopies should include both front & back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer. Include your employee number with such previous employer(s)
- Proof of identity - Bring one of the following documents: passport, driving license, voter ID, aadhar card, pan card or credit card with photograph.
- Copy of your Bank Passbook first page along with Account number & IFSC code.

Please note that all of the above documents are mandatory.

Please contact us at 044 4359 0055 / 4359 9005 for any queries regarding your employment offer.

With best regards & Good luck.

  
**Anuroop S.**  
General Manager.

*Servicecare Pvt. Ltd.*

**CIN : U74900KA2011PTC058639**

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Ph. : 43590055/49590055

www.servicecare.in



02.06.2022  
POL/SOW/L&T

Dear Maskooth Farook,

Provisional Offer of Employment for Fixed Term Contract

We are pleased to offer you employment in our organization as **Trainee-Developer** that your services are being deputed to **Larsen and Toubro Ltd** on the following terms and conditions:

Your employment will be valid from **04.06.2022** to **03.06.2023**, for a period of 1 Year, unless and until it is specifically extended in writing.

During the above mentioned period, your services may be deputed to our client to do work pertaining to incidental to the client's business, at any of their locations within India.

Your Monthly net take home will be **Rs. 15,000/-**

Your employment is subject to:

- a. Proof of your educational certificates (Optional), Aadhar proof, Age Proof and Passport size photographs.
- b. You have to fill joining Form, Applicant Profile form and PF Nomination form etc. and arrange to submit it on or before joining.

Please note that this is only a provisional offer of employment for a fixed term and is not to be constructed as an appointment letter. An appointment letter would be issued to you on your accepting this provisional offer.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the provisional offer, a detailed appointment letter would be sent to you once you fulfil our employment conditions and join duty.

Wishing you the very best!

Yours truly,

For Ciel HR Services Pvt. Ltd.

Aditya Narayan Mishra  
CEO

(Acceptance Signature and Date)

---

**CIEL HR Services Private Limited**

2nd Floor, No.646, 27th Main Road, HSR Layout Sector 1, Bangalore-560102

Regd Off: 3rd Floor, 'Amble Side', No.8, KNK Road, Nungambakkam, Chennai -600006

Tel: +91-44-4910 9999 E-mail: info@cielhr.com Web: www.cielhr.com (CIN No:74140TN2010PTC077095)

**Annexure**

Details	Monthly	Annual
Basic	10000	120000
HRA	5000	60000
Statutory Bonus	833	9996
Dep All	796	9552
Gross Salary	16629	199548
PF Gross	10796	129552
PF	1296	15552
Admin	108	1296
Insurance	1000	12000
ESIC	540	6480
CTC(Cost to the Company)	19573	234876
PF EE	1296	15552
ESIC EE	125	1500
PT	208	2496
Total Deduction	1629	19548
Net Take Home	15000	180000

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Tel: +91-44-4910 9999 E-mail: info@cielhr.com Web: www.cielhr.com (CIN No:74140TN2010PTC077095)



**Registered Office**

185, Third Main Road, Natesa Nagar  
Virugambakkam Chennai 600 092 TN India  
+91 44 4910 2200  
CIN U72900TN2010PTC077255

June 20, 2022

Dear Thamizh Priya M,

Welcome to the Vuram family!

We have the pleasure of offering you a job at Vuram as a “Associate Technical Consultant”. We at Vuram are keen on providing an excellent environment for work, a great learning environment, a friendly workplace, an organization driven by its values and principles. We work together to deliver the highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and submitted by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,

A handwritten signature in black ink, appearing to read "Prabhavathi Macheri Shanker".

**Prabhavathi Macheri Shanker**  
Director, Vuram

**Registered Office**

185, Third Main Road, Natesa Nagar  
Virugambakkam Chennai 600 092 TN India  
+91 44 4910 2200  
CIN U72900TN2010PTC077255

**Offer Details****Appointment & Compensation**

1. Your employment start date will be 6<sup>th</sup> of July 2022.
2. You will be on training and probation for the first six full calendar months of your employment (Until 31<sup>st</sup> December).
3. During this period, you will earn a total of Rs. 21,900/month. This amount will be credited to your bank account on the last working day of the month.
4. Your salary breakdown during your probation period will be as follows:

Category	Monthly Pay(INR)
Basic	11,700.00
House Rent Allowance	5,850.00
Commutation Allowance	1,600.00
Medical Allowance	1,250.00
Internet Allowance	1,000.00
Fitness Allowance	500.00
<b>Gross Salary #</b>	<b>21,900.00</b>
Employer PF Contribution	1,800.00
<b>Total</b>	<b>23,700.00</b>

# Employee PF of Rs. 1800 and Professional Tax (based on Government estimates) will be deducted from your salary. Employer PF of Rs.1800 will be credited to your PF and related accounts

5. Your compensation will be pro-rated for any partial months worked
6. During your probation period, you will be eligible for insurance and PF benefits as per company policy.
7. If you decide to leave Vuram during probation, you will have to serve a minimum notice period of 3 - months. Vuram retains the right to request work beyond the 3-month notice period as may be the case.
8. Your employment will be confirmed upon successfully completing your probation period. Vuram retains the right to void this employment offer in the event of unsatisfactory performance during the probation period without any notice.

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9. Upon confirmation, your salary will be as per the table below.

Category	Monthly (INR)	Annually (INR)
Basic	17,600.00	2,11,200.00
House Rent Allowance	8,800.00	1,05,600.00
Commutation Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Internet Allowance	1,000.00	12,000.00
Fitness Allowance	500.00	6,000.00
Other Allowance	250.00	3,000.00
<b>Gross Pay</b>	<b>31,000.00</b>	<b>3,72,000.00</b>
Employer Provident Fund	1,800.00	21,600.00
Bonus Potential		37,200.00
Gratuity		10,154.00
Insurance Cover		9,930.00
<b>Total</b>		<b>4,50,884.00</b>

**a. Employer Provident Fund**

Employer PF contributions will be automatically credited to your PF and other related accounts, details of which will be shared with you within 2 months of your employment commencement.

**b. Bonus**

Bonus Potential will be paid in the month of December every year. Actual Bonus Potential payout will be determined based on Individual Performance and prorated to the number of full months worked in the current calendar year. Probation period will be excluded in computing number full months worked.

**Bonus is paid based on your joining date.**

You are eligible for a bonus during the current calendar year only if your joining date is on or before 21<sup>st</sup> October. If you join Vuram after this date, you will be eligible for a bonus starting from the subsequent year.

**c. Gratuity**

Gratuity will be credited to a company escrow account. Gratuity payments are realized only upon employment termination post serving a minimum term of 5 continuous years.

**d. Insurance**

Insurance is calculated as the premium for self and 2 dependents (parents, spouse, kids) for a cover of Rs. 2,00,000 per insured. The Insurance cover provided by Vuram can be used for up to 5 dependents. The amount quoted in the salary breakdown is an indicative premium Vuram pays for self and 2 dependents in the age group of 40-50. The actual premium paid by Vuram could vary based on additional parameters.



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You will be eligible for the group health insurance policy after completion of 3 months from your date of employment.

10. Your total annual Cost to Company (CTC) is Rs. Four Lakhs Fifty Thousand Eight Hundred and Eighty-Four Indian Rupees (Rs. 4,50,884.00)
11. Professional Tax, Income Tax and Employee PF contribution as applicable for your earnings will be deducted from your monthly salary. Your salary will be subject to all taxes as per the tax laws of India and other statutory fees.
12. **Salary Revision**  
The salary revision happens yearly during the month of January. The first revision cycle varies based on the joining date.  
your salary revision will happen in the month of January 2024
13. Changes in your compensation are discretionary and will be subject to and based on effective performance and results during the period and other relevant criteria.
14. Your training location and job location will be at any of the Vuram-India offices. You might be required to work from the various offices from time to time.
15. There might be an occasional need to work during business days and hours of the customer.
16. This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
17. This offer is valid till **25<sup>th</sup> of February 2022**, If you do not confirm the acceptance within this period, Vuram has right to withdraw the offer.
18. You will be entitled to leave, holidays and working hours as applicable to your category of employees, the project you are working on and the location of your posting.
19. Irrespective of your work location you can avail a total of 15 days off in a calendar year. For partial years worked, your vacation days will be proportionately adjusted.
20. At the time of joining Vuram, please bring with you the following documents:
  - a. Copy of signed Vuram offer letter
  - b. Copy of 10<sup>th</sup> & 12<sup>th</sup> mark sheets
  - c. Copy of Degree certificates
  - d. Copy of your passport.
  - e. Copy of your PAN Card.
  - f. Copy of your Aadhar Card
  - g. Copy of Bank passbook first page or cancelled cheque leaf.
  - h. Copy of previous companies offer letter, relieving letter and last 3months payslips.
  - i. Medical fitness certificate
  - j. Passport Size Photograph
21. Your offer is contingent on you producing all the above documents. Vuram reserves the right to revoke this offer if you do not meet this academic requirement or if any of the information you have furnished leading to your selection is found to be misrepresented.

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**Other Benefits**

22. Vuram aims to provide an excellent workplace for its workforce that is comfortable, enriching, and fun. There are several events organized by Vuram throughout the year that you can opt-in.
23. You will be entitled to the complimentary snack and beverage facilities in the premises.
24. You will be entitled to avail free transportation provided by Vuram for a pick-up and drop-off at a predetermined spot (Available only at Trichy office).
25. You will be entitled to avail a one-time reimbursement of up to Rs. 1250/- towards purchase of a data card of your choice within three months from the date of joining.
26. Under Vuram Works initiative, You will be entitled to avail a one time reimbursement of Rs. 10000/- towards work-from-home set up support which will be paid as an expense reimbursement after 2 months of expenses submission.

**Responsibilities**

27. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.
28. You are not to engage in any activity that has or will have an adverse impact on the reputation/image and business of Vuram, whether directly or indirectly.
29. You will be required to undertake travel on Vuram's work for which you will be reimbursed travel expenses as per the policy applicable to you.
30. You will always be required to abide by Vuram's policies. These policies may be updated from time to time and you will be required to comply with these updates as well. Any such change in policy will be communicated to you.
31. You are expected to perform your duties in an ethical and integral way. Non-compliance with Vuram's policies and any unethical behavior could result in termination.
32. In connection with and during the course of your employment, you shall disclose all the development developed or conceived by you solely or jointly with others and assign to Vuram as its exclusive property, which becomes an intellectual property of Vuram.

**Conflicts of Interest**

33. You are required to engage yourself exclusively in the work assigned by Vuram and shall not take up any independent or individual assignments (part time, full time or in advisory capacity) directly or indirectly without the written consent of your manager.
34. You shall not be involved, directly or indirectly or have any interest in or perform any services for any person or organization that are involved in activities, which shall be in conflict with interests of Vuram
35. You shall not subcontract your work out to any individual or organization or provide access to your system or disclose any information you are presented with at Vuram to any organization, group or individual who may or may not have a conflict of interest with Vuram
36. You are not to solicit, induce or encourage
  - a. Any employee of Vuram to terminate their employment with Vuram or to accept employment with any competitor, supplier or any customer with whom you have a connection

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- b. Any customer or vendor of Vuram to move his existing business with Vuram to a third party or to terminate his business relationship with Vuram
  - c. Any existing employee to become associated with or perform services of any type for any third party.
37. In the event of your separation from Vuram , either initiated by you or by Vuram, You shall not recruit/ refer for employment any employee working in Vuram for a period of 12 months commencing from the last day of your employment with us. Any violations of this covenant will lead to legal consequences as provided in this agreement.

**Non-compete**

38. You shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of Vuram nor engage in any activity that conflicts with your obligations to Vuram;
39. **Solicit Business:** You shall not solicit, endeavour to solicit, influence or attempt to influence any client, customer or other Person directly or indirectly to purchase Vuram's product and/or services to himself or any Person in competition with the business of Vuram;
40. **Solicit Personnel:** You shall not solicit or attempt to influence any person employed or engaged by Vuram (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with Vuram or to become the Founder of or directly or indirectly offer services in any form or manner, during or after your Term of this contract, any Person who is a competitor of Vuram;
41. Vuram acknowledges and agrees that the above restrictions are considered reasonable for the legitimate protection of Vuram's business and its goodwill but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Article valid and enforceable. Notwithstanding the limitation of this provision by any law for the time being in force, the parties undertake to, at all times, observe and be bound by the spirit of this Article. Provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this Article were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.
42. You acknowledge and agree that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause irreparable injury to Vuram. Therefore, you agree that Vuram shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations contained in this Article. These injunctive

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remedies are cumulative and are in addition to any other rights and remedies that Vuram may have at law or in equity.

43. You shall not take up as a consultant or enter into any arrangement with any other company/ Person/ firm or association engaged in any of Vuram's competing Service for a period of eighteen months from the date of leaving Vuram for any reasons. The expression "Competing Service" is understood as "any involvement with the type of products, processes or services which you have during the term of this contract with Vuram (a) worked on; or (b) acquired or had access to (c) been trained to do.

**Confidentiality**

44. Your Salary information is confidential and should not be discussed, disclosed, shared with anyone other than the authorized finance representative of Vuram or with the Chief Executive Officer. Breaching this clause of your agreement, will lead to immediate termination of your employment.
45. You will be privy to information pertaining to Vuram and Vuram's Client's business from time to time as an employee. You will maintain as confidential, all such information that you gain while in employment. To communicate this understanding in more formal and legal terms, you will be required to sign the Vuram's Non - Disclosure Agreement on your joining date.

**Intellectual Property**

46. If you create any work in which any copyright, design right or similar rights may exist during your employment (including any work created during any time spent by you on Vuram's business outside your normal working hours and which relates to that business), those rights shall belong to Vuram. You shall not be permitted to share such intellectual property in physical or digital format outside Vuram.
47. If you make any invention, whether patentable or not, which relates to or is capable of being used in any business activity of Vuram in which you have been actively involved at any time during the period of two years before making such invention, you must disclose it to Vuram immediately, and the ownership of the invention shall be determined in accordance with Section 39.9 of the Patents Act 1977.

**Social Media Postings**

48. Due to the sensitive and exclusive nature of most events, as well as corporate confidentiality and securities regulations, it is the policy of Vuram to prohibit anyone from taking pictures, posting or making public comment on or about any of company's executive committee members, employees, attendees, partners, speakers, etc. - as well as its brand assets, product knowledge, proprietary content and other such protected confidential information. Posting of all visual content (images or video) displaying or depicting corporate branding (logos, etc) are prohibited. These elements and others are the copy-protected property of Vuram clients acquired spending a great deal of resources promoting and marketing. There are strict guidelines governing the proper use of their branding elements and publishing of such photos will violate the undertaking given to the customers, which will result in claim for damages. You should ensure that none of the Logos are present in any of

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your personal social media postings. Violation of this clause will have serious legal consequences including termination of employment, criminal action and claim for financial damages.

49. During my employment with Vuram, before posting in any social media any testimonials, interviews, University connects or in any other such postings mentioning any of the Vuram processes or the like will take prior approval from People and Operations team before such postings.
50. As a Vuram employee if volunteering for / participating in any of the Vuram initiatives including creation/posting of videos, blogs, testimonials, etc. I hereby give my consent to Vuram to use such creations for both internally and externally for promotions, branding and awareness.
51. Not accept any financial or other advantage from any person as an inducement or reward for any act or forbearance or in connection with any matter or business transacted by or on behalf of Vuram. I also undertake to disclose to the company any personal appreciation gifts voluntarily provided by any external connects of the company if the commercial value exceeds INR 2,000.

**Termination & Notice Period**

52. Vuram retains the right to terminate your employment agreement for any violation of the terms and conditions in this agreement, any misdemeanor or any act on your part that adversely affects Vuram's customers, its employees or its affiliates.
53. If you decide to leave Vuram at any point of time, you are required to serve a minimum notice period of three (3) full months. Vuram retains the right to request work beyond the 3-months' notice period as may be the case.
54. Your performance during the notice period is expected to be at the satisfactory level. If performance is found wanting and the same will be communicated to you. In that event Vuram retains the right to terminate your employment earlier due to unsatisfactory performance during your notice period. In this case you will be required to pay the full three months' salary. Upon payment you will be provided the relieving and experience documents.
55. In the event of not completing your entire notice as mentioned in your offer, you will be required to pay for the entire notice period. You would be provided the relieving and experience documents only upon completion of your entire notice period or upon paying for the notice period.
56. You will not be eligible for any revision, bonus, Corporate Group Health Insurance or any other benefits of the company once the resignation is accepted. During notice period, you will not be eligible for any leave accrual.
57. Vuram may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.
58. Vuram retains the right to terminate your employment agreement If you do not report to work for more than 5 days, and if your leave of absence is not formally communicated. No experience or relieving letter will be provided in this case.

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59. Participation in any company event or any training program sponsored by the company will be completely under company's discretion.
60. On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company: any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information), physical company documents that you may have in your possession and any other company assets within your control
61. You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

**General**

62. Vuram trusts that you have not provided us with any false declarations of willfully suppressed material information.
63. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing services required under this agreement.
64. It is a condition of your employment that you sign this agreement at the time of joining Vuram and you must comply with the undertaking thereafter.
65. You will be required to learn the processes being followed at Vuram from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.
66. Your appointment and continuation in service is further subject to your fitness in health. In the event of your continuous illness for a period of 2 months or more, your services are liable to be terminated by giving one month's notice or one month's basic salary in lieu thereof. You are advised to maintain yourself in a state of medical/physical/mental fitness. This is in your own as well as Vuram's interests.
67. In case you are absent yourself from duty for 7 consecutive days or more or extend leaves at your own and without consent of management beyond originally granted leaves, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by Vuram and compensation, if any, will not be paid. You will also be liable to pay the notice period dues to Vuram. You will also ensure safe return of all the properties including confidential information under your possession failing which Vuram will initiate appropriate action for recovery.
68. Any breach of conditions specified in this offer document shall have serious legal consequences including but not limited to termination of your employment, criminal action and claim for damages.
69. Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with this terms of Employment, of the breach, termination, effect, validity, interpretation or non-maintaining the secrete policy of Agreement or as to

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their rights, duties or liabilities there under, or as to any act, matter or thing arising out of, consequent to or in connection with this Agreement, shall be settled by the Parties by mutual negotiations and agreement. If, for any reason, the Parties cannot resolve such Dispute amicably, the same shall then be referred to and settled by way of arbitration proceedings by appointment of a sole Arbitrator by Vuram. The decision of the Arbitrator shall be final and binding upon the Parties. The venue of arbitration proceedings will be at Chennai. The language of the arbitration and the award shall be English.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours Sincerely  
For Vuram Technology Solutions Pvt Ltd

*P. Prabhavathi*

**Prabhavathi Macheri Shanker**  
Director, Vuram

I, \_\_\_\_\_ agree to accept employment on the terms and conditions mentioned in the above letter.

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

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CIN U72900TN2010PTC077255

June 20, 2022

Dear Vinothini G,

Welcome to the Vuram family!

We have the pleasure of offering you a job at Vuram as a "Associate Technical Consultant". We at Vuram are keen on providing an excellent environment for work, a great learning environment, a friendly workplace, an organization driven by its values and principles. We work together to deliver the highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and submitted by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,

*P. Prabhavathi*

**Prabhavathi Macheri Shanker**  
Director, Vuram



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**Offer Details****Appointment & Compensation**

1. Your employment start date will be **6<sup>th</sup> of July 2022**.
2. You will be on training and probation for the first six full calendar months of your employment (Until **31<sup>st</sup> December**).
3. During this period, you will earn a total of Rs. 21,900/month. This amount will be credited to your bank account on the last working day of the month.
4. Your salary breakdown during your probation period will be as follows:

Category	Monthly Pay(INR)
Basic	11,700.00
House Rent Allowance	5,850.00
Commutation Allowance	1,600.00
Medical Allowance	1,250.00
Internet Allowance	1,000.00
Fitness Allowance	500.00
<b>Gross Salary #</b>	<b>21,900.00</b>
Employer PF Contribution	1,800.00
<b>Total</b>	<b>23,700.00</b>

# Employee PF of Rs. 1800 and Professional Tax (based on Government estimates) will be deducted from your salary. Employer PF of Rs.1800 will be credited to your PF and related accounts

5. Your compensation will be pro-rated for any partial months worked
6. During your probation period, you will be eligible for insurance and PF benefits as per company policy.
7. If you decide to leave Vuram during probation, you will have to serve a minimum notice period of 3 - months. Vuram retains the right to request work beyond the 3-month notice period as may be the case.
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9. Upon confirmation, your salary will be as per the table below.

Category	Monthly (INR)	Annually (INR)
Basic	17,600.00	2,11,200.00
House Rent Allowance	8,800.00	1,05,600.00
Commutation Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Internet Allowance	1,000.00	12,000.00
Fitness Allowance	500.00	6,000.00
Other Allowance	250.00	3,000.00
<b>Gross Pay</b>	<b>31,000.00</b>	<b>3,72,000.00</b>
Employer Provident Fund	1,800.00	21,600.00
Bonus Potential		37,200.00
Gratuity		10,154.00
Insurance Cover		9,930.00
<b>Total</b>		<b>4,50,884.00</b>

**a. Employer Provident Fund**

Employer PF contributions will be automatically credited to your PF and other related accounts, details of which will be shared with you within 2 months of your employment commencement.

**b. Bonus**

Bonus Potential will be paid in the month of December every year. Actual Bonus Potential payout will be determined based on Individual Performance and prorated to the number of full months worked in the current calendar year. Probation period will be excluded in computing number full months worked.

**Bonus is paid based on your joining date.**

You are eligible for a bonus during the current calendar year only if your joining date is on or before 21<sup>st</sup> October. If you join Vuram after this date, you will be eligible for a bonus starting from the subsequent year.

**c. Gratuity**

Gratuity will be credited to a company escrow account. Gratuity payments are realized only upon employment termination post serving a minimum term of 5 continuous years.

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Insurance is calculated as the premium for self and 2 dependents (parents, spouse, kids) for a cover of Rs. 2,00,000 per insured. The Insurance cover provided by Vuram can be used for up to 5 dependents. The amount quoted in the salary breakdown is an indicative premium Vuram pays for self and 2 dependents in the age group of 40-50. The actual premium paid by Vuram could vary based on additional parameters.

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10. Your total annual Cost to Company (CTC) is Rs. Four Lakhs Fifty Thousand Eight Hundred and Eighty-Four Indian Rupees (Rs. 4,50,884.00)
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The salary revision happens yearly during the month of January. The first revision cycle varies based on the joining date.  
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13. Changes in your compensation are discretionary and will be subject to and based on effective performance and results during the period and other relevant criteria.
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19. Irrespective of your work location you can avail a total of 15 days off in a calendar year. For partial years worked, your vacation days will be proportionately adjusted.
20. At the time of joining Vuram, please bring with you the following documents:
  - a. Copy of signed Vuram offer letter
  - b. Copy of 10<sup>th</sup> & 12<sup>th</sup> mark sheets
  - c. Copy of Degree certificates
  - d. Copy of your passport.
  - e. Copy of your PAN Card.
  - f. Copy of your Aadhar Card
  - g. Copy of Bank passbook first page or cancelled cheque leaf.
  - h. Copy of previous companies offer letter, relieving letter and last 3months payslips.
  - i. Medical fitness certificate
  - j. Passport Size Photograph
21. Your offer is contingent on you producing all the above documents. Vuram reserves the right to revoke this offer if you do not meet this academic requirement or if any of the information you have furnished leading to your selection is found to be misrepresented.

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29. You will be required to undertake travel on Vuram's work for which you will be reimbursed travel expenses as per the policy applicable to you.
30. You will always be required to abide by Vuram's policies. These policies may be updated from time to time and you will be required to comply with these updates as well. Any such change in policy will be communicated to you.
31. You are expected to perform your duties in an ethical and integral way. Non-compliance with Vuram's policies and any unethical behavior could result in termination.
32. In connection with and during the course of your employment, you shall disclose all the development developed or conceived by you solely or jointly with others and assign to Vuram as its exclusive property, which becomes an intellectual property of Vuram.

**Conflicts of Interest**

33. You are required to engage yourself exclusively in the work assigned by Vuram and shall not take up any independent or individual assignments (part time, full time or in advisory capacity) directly or indirectly without the written consent of your manager.
34. You shall not be involved; directly or indirectly or have any interest in or perform any services for any person or organization that are involved in activities, which shall be in conflict with interests of Vuram
35. You shall not subcontract your work out to any individual or organization or provide access to your system or disclose any information you are presented with at Vuram to any organization, group or individual who may or may not have a conflict of interest with Vuram
36. You are not to solicit, induce or encourage
  - a. Any employee of Vuram to terminate their employment with Vuram or to accept employment with any competitor, supplier or any customer with whom you have a connection

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- b. Any customer or vendor of Vuram to move his existing business with Vuram to a third party or to terminate his business relationship with Vuram
  - c. Any existing employee to become associated with or perform services of any type for any third party.
37. In the event of your separation from Vuram , either initiated by you or by Vuram, You shall not recruit/ refer for employment any employee working in Vuram for a period of 12 months commencing from the last day of your employment with us. Any violations of this covenant will lead to legal consequences as provided in this agreement.

**Non-compete**

38. You shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of Vuram nor engage in any activity that conflicts with your obligations to Vuram;
39. **Solicit Business:** You shall not solicit, endeavour to solicit, influence or attempt to influence any client, customer or other Person directly or indirectly to purchase Vuram's product and/or services to himself or any Person in competition with the business of Vuram;
40. **Solicit Personnel:** You shall not solicit or attempt to influence any person employed or engaged by Vuram (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with Vuram or to become the Founder of or directly or indirectly offer services in any form or manner, during or after your Term of this contract, any Person who is a competitor of Vuram;
41. Vuram acknowledges and agrees that the above restrictions are considered reasonable for the legitimate protection of Vuram's business and its goodwill but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Article valid and enforceable. Notwithstanding the limitation of this provision by any law for the time being in force, the parties undertake to, at all times, observe and be bound by the spirit of this Article. Provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this Article were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.
42. You acknowledge and agree that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause irreparable injury to Vuram. Therefore, you agree that Vuram shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations contained in this Article. These injunctive

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remedies are cumulative and are in addition to any other rights and remedies that Vuram may have at law or in equity.

43. You shall not take up as a consultant or enter into any arrangement with any other company/ Person/ firm or association engaged in any of Vuram's competing Service for a period of eighteen months from the date of leaving Vuram for any reasons. The expression "Competing Service" is understood as "any involvement with the type of products, processes or services which you have during the term of this contract with Vuram (a) worked on; or (b) acquired or had access to (c) been trained to do.

**Confidentiality**

44. Your Salary information is confidential and should not be discussed, disclosed, shared with anyone other than the authorized finance representative of Vuram or with the Chief Executive Officer. Breaching this clause of your agreement, will lead to immediate termination of your employment.
45. You will be privy to information pertaining to Vuram and Vuram's Client's business from time to time as an employee. You will maintain as confidential, all such information that you gain while in employment. To communicate this understanding in more formal and legal terms, you will be required to sign the Vuram's Non - Disclosure Agreement on your joining date.

**Intellectual Property**

46. If you create any work in which any copyright, design right or similar rights may exist during your employment (including any work created during any time spent by you on Vuram's business outside your normal working hours and which relates to that business), those rights shall belong to Vuram. You shall not be permitted to share such intellectual property in physical or digital format outside Vuram.
47. If you make any invention, whether patentable or not, which relates to or is capable of being used in any business activity of Vuram in which you have been actively involved at any time during the period of two years before making such invention, you must disclose it to Vuram immediately, and the ownership of the invention shall be determined in accordance with Section 39.9 of the Patents Act 1977.

**Social Media Postings**

48. Due to the sensitive and exclusive nature of most events, as well as corporate confidentiality and securities regulations, it is the policy of Vuram to prohibit anyone from taking pictures, posting or making public comment on or about any of company's executive committee members, employees, attendees, partners, speakers, etc. - as well as its brand assets, product knowledge, proprietary content and other such protected confidential information. Posting of all visual content (images or video) displaying or depicting corporate branding (logos, etc) are prohibited. These elements and others are the copy-protected property of Vuram clients acquired spending a great deal of resources promoting and marketing. There are strict guidelines governing the proper use of their branding elements and publishing of such photos will violate the undertaking given to the customers, which will result in claim for damages. You should ensure that none of the Logos are present in any of

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- your personal social media postings. Violation of this clause will have serious legal consequences including termination of employment, criminal action and claim for financial damages.
49. During my employment with Vuram, before posting in any social media any testimonials, interviews, University connects or in any other such postings mentioning any of the Vuram processes or the like will take prior approval from People and Operations team before such postings.
  50. As a Vuram employee if volunteering for / participating in any of the Vuram initiatives including creation/posting of videos, blogs, testimonials, etc. I hereby give my consent to Vuram to use such creations for both internally and externally for promotions, branding and awareness.
  51. Not accept any financial or other advantage from any person as an inducement or reward for any act or forbearance or in connection with any matter or business transacted by or on behalf of Vuram. I also undertake to disclose to the company any personal appreciation gifts voluntarily provided by any external connects of the company if the commercial value exceeds INR 2,000.

**Termination & Notice Period**

52. Vuram retains the right to terminate your employment agreement for any violation of the terms and conditions in this agreement, any misdemeanor or any act on your part that adversely affects Vuram's customers, its employees or its affiliates.
53. If you decide to leave Vuram at any point of time, you are required to serve a minimum notice period of three (3) full months. Vuram retains the right to request work beyond the 3-months' notice period as may be the case.
54. Your performance during the notice period is expected to be at the satisfactory level. If performance is found wanting and the same will be communicated to you. In that event Vuram retains the right to terminate your employment earlier due to unsatisfactory performance during your notice period. In this case you will be required to pay the full three months' salary. Upon payment you will be provided the relieving and experience documents.
55. In the event of not completing your entire notice as mentioned in your offer, you will be required to pay for the entire notice period. You would be provided the relieving and experience documents only upon completion of your entire notice period or upon paying for the notice period.
56. You will not be eligible for any revision, bonus, Corporate Group Health Insurance or any other benefits of the company once the resignation is accepted. During notice period, you will not be eligible for any leave accrual.
57. Vuram may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.
58. Vuram retains the right to terminate your employment agreement If you do not report to work for more than 5 days, and if your leave of absence is not formally communicated. No experience or relieving letter will be provided in this case.

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59. Participation in any company event or any training program sponsored by the company will be completely under company's discretion.
60. On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company: any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information), physical company documents that you may have in your possession and any other company assets within your control
61. You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

**General**

62. Vuram trusts that you have not provided us with any false declarations of willfully suppressed material information.
63. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing services required under this agreement.
64. It is a condition of your employment that you sign this agreement at the time of joining Vuram and you must comply with the undertaking thereafter.
65. You will be required to learn the processes being followed at Vuram from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.
66. Your appointment and continuation in service is further subject to your fitness in health. In the event of your continuous illness for a period of 2 months or more, your services are liable to be terminated by giving one month's notice or one month's basic salary in lieu thereof. You are advised to maintain yourself in a state of medical/physical/mental fitness. This is in your own as well as Vuram's interests.
67. In case you are absent yourself from duty for 7 consecutive days or more or extend leaves at your own and without consent of management beyond originally granted leaves, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by Vuram and compensation, if any, will not be paid. You will also be liable to pay the notice period dues to Vuram. You will also ensure safe return of all the properties including confidential information under your possession failing which Vuram will initiate appropriate action for recovery.
68. Any breach of conditions specified in this offer document shall have serious legal consequences including but not limited to termination of your employment, criminal action and claim for damages.
69. Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with this terms of Employment, of the breach, termination, effect, validity, interpretation or non-maintaining the secrete policy of Agreement or as to



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their rights, duties or liabilities there under, or as to any act, matter or thing arising out of, consequent to or in connection with this Agreement, shall be settled by the Parties by mutual negotiations and agreement. If, for any reason, the Parties cannot resolve such Dispute amicably, the same shall then be referred to and settled by way of arbitration proceedings by appointment of a sole Arbitrator by Vuram. The decision of the Arbitrator shall be final and binding upon the Parties. The venue of arbitration proceedings will be at Chennai. The language of the arbitration and the award shall be English.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours Sincerely  
For Vuram Technology Solutions Pvt Ltd

*P. Prabhavathi Shanker*

**Prabhavathi Macheri Shanker**  
Director, Vuram

I, _____ agree to accept employment on the terms and conditions mentioned in the above letter.	
Date: _____	Signature: _____



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June 20, 2022

Dear Manikandan K,

Welcome to the Vuram family!

We have the pleasure of offering you a job at Vuram as a "Associate Technical Consultant". We at Vuram are keen on providing an excellent environment for work, a great learning environment, a friendly workplace, an organization driven by its values and principles. We work together to deliver the highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and submitted by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,

A handwritten signature in black ink, which appears to read "Prabhavathi Macheri Shanker".

**Prabhavathi Macheri Shanker**  
Director, Vuram

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**Offer Details**

**Appointment & Compensation**

1. Your employment start date will be **6<sup>th</sup> of July 2022**.
2. You will be on training and probation for the first six full calendar months of your employment (Until **31<sup>st</sup> December**).
3. During this period, you will earn a total of Rs. 21,900/month. This amount will be credited to your bank account on the last working day of the month.
4. Your salary breakdown during your probation period will be as follows:

Category	Monthly Pay(INR)
Basic	11,700.00
House Rent Allowance	5,850.00
Commutation Allowance	1,600.00
Medical Allowance	1,250.00
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**c. Gratuity**

Gratuity will be credited to a company escrow account. Gratuity payments are realized only upon employment termination post serving a minimum term of 5 continuous years.

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  - c. Copy of Degree certificates
  - d. Copy of your passport.
  - e. Copy of your PAN Card.
  - f. Copy of your Aadhar Card
  - g. Copy of Bank passbook first page or cancelled cheque leaf.
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29. You will be required to undertake travel on Vuram's work for which you will be reimbursed travel expenses as per the policy applicable to you.
30. You will always be required to abide by Vuram's policies. These policies may be updated from time to time and you will be required to comply with these updates as well. Any such change in policy will be communicated to you.
31. You are expected to perform your duties in an ethical and integral way. Non-compliance with Vuram's policies and any unethical behavior could result in termination.
32. In connection with and during the course of your employment, you shall disclose all the development developed or conceived by you solely or jointly with others and assign to Vuram as its exclusive property, which becomes an intellectual property of Vuram.

**Conflicts of Interest**

33. You are required to engage yourself exclusively in the work assigned by Vuram and shall not take up any independent or individual assignments (part time, full time or in advisory capacity) directly or indirectly without the written consent of your manager.
34. You shall not be involved, directly or indirectly or have any interest in or perform any services for any person or organization that are involved in activities, which shall be in conflict with interests of Vuram
35. You shall not subcontract your work out to any individual or organization or provide access to your system or disclose any information you are presented with at Vuram to any organization, group or individual who may or may not have a conflict of interest with Vuram
36. You are not to solicit, induce or encourage
  - a. Any employee of Vuram to terminate their employment with Vuram or to accept employment with any competitor, supplier or any customer with whom you have a connection

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- b. Any customer or vendor of Vuram to move his existing business with Vuram to a third party or to terminate his business relationship with Vuram
  - c. Any existing employee to become associated with or perform services of any type for any third party.
37. In the event of your separation from Vuram , either initiated by you or by Vuram, You shall not recruit/ refer for employment any employee working in Vuram for a period of 12 months commencing from the last day of your employment with us. Any violations of this covenant will lead to legal consequences as provided in this agreement.

**Non-compete**

38. You shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of Vuram nor engage in any activity that conflicts with your obligations to Vuram;
39. **Solicit Business:** You shall not solicit, endeavour to solicit, influence or attempt to influence any client, customer or other Person directly or indirectly to purchase Vuram's product and/or services to himself or any Person in competition with the business of Vuram;
40. **Solicit Personnel:** You shall not solicit or attempt to influence any person employed or engaged by Vuram (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with Vuram or to become the Founder of or directly or indirectly offer services in any form or manner, during or after your Term of this contract, any Person who is a competitor of Vuram;
41. Vuram acknowledges and agrees that the above restrictions are considered reasonable for the legitimate protection of Vuram's business and its goodwill but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Article valid and enforceable. Notwithstanding the limitation of this provision by any law for the time being in force, the parties undertake to, at all times, observe and be bound by the spirit of this Article. Provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this Article were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.
42. You acknowledge and agree that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause irreparable injury to Vuram. Therefore, you agree that Vuram shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations contained in this Article. These injunctive

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remedies are cumulative and are in addition to any other rights and remedies that Vuram may have at law or in equity.

43. You shall not take up as a consultant or enter into any arrangement with any other company/ Person/ firm or association engaged in any of Vuram's competing Service for a period of eighteen months from the date of leaving Vuram for any reasons. The expression "Competing Service" is understood as "any involvement with the type of products, processes or services which you have during the term of this contract with Vuram (a) worked on; or (b) acquired or had access to (c) been trained to do.

**Confidentiality**

44. Your Salary information is confidential and should not be discussed, disclosed, shared with anyone other than the authorized finance representative of Vuram or with the Chief Executive Officer. Breaching this clause of your agreement, will lead to immediate termination of your employment.
45. You will be privy to information pertaining to Vuram and Vuram's Client's business from time to time as an employee. You will maintain as confidential, all such information that you gain while in employment. To communicate this understanding in more formal and legal terms, you will be required to sign the Vuram's Non - Disclosure Agreement on your joining date.

**Intellectual Property**

46. If you create any work in which any copyright, design right or similar rights may exist during your employment (including any work created during any time spent by you on Vuram's business outside your normal working hours and which relates to that business), those rights shall belong to Vuram. You shall not be permitted to share such intellectual property in physical or digital format outside Vuram.
47. If you make any invention, whether patentable or not, which relates to or is capable of being used in any business activity of Vuram in which you have been actively involved at any time during the period of two years before making such invention, you must disclose it to Vuram immediately, and the ownership of the invention shall be determined in accordance with Section 39.9 of the Patents Act 1977.

**Social Media Postings**

48. Due to the sensitive and exclusive nature of most events, as well as corporate confidentiality and securities regulations, it is the policy of Vuram to prohibit anyone from taking pictures, posting or making public comment on or about any of company's executive committee members, employees, attendees, partners, speakers, etc. - as well as its brand assets, product knowledge, proprietary content and other such protected confidential information. Posting of all visual content (images or video) displaying or depicting corporate branding (logos, etc) are prohibited. These elements and others are the copy-protected property of Vuram clients acquired spending a great deal of resources promoting and marketing. There are strict guidelines governing the proper use of their branding elements and publishing of such photos will violate the undertaking given to the customers, which will result in claim for damages. You should ensure that none of the Logos are present in any of



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your personal social media postings. Violation of this clause will have serious legal consequences including termination of employment, criminal action and claim for financial damages.

49. During my employment with Vuram, before posting in any social media any testimonials, interviews, University connects or in any other such postings mentioning any of the Vuram processes or the like will take prior approval from People and Operations team before such postings.
50. As a Vuram employee if volunteering for / participating in any of the Vuram initiatives including creation/posting of videos, blogs, testimonials, etc. I hereby give my consent to Vuram to use such creations for both internally and externally for promotions, branding and awareness.
51. Not accept any financial or other advantage from any person as an inducement or reward for any act or forbearance or in connection with any matter or business transacted by or on behalf of Vuram. I also undertake to disclose to the company any personal appreciation gifts voluntarily provided by any external connects of the company if the commercial value exceeds INR 2,000.

**Termination & Notice Period**

52. Vuram retains the right to terminate your employment agreement for any violation of the terms and conditions in this agreement, any misdemeanor or any act on your part that adversely affects Vuram's customers, its employees or its affiliates.
53. If you decide to leave Vuram at any point of time, you are required to serve a minimum notice period of three (3) full months. Vuram retains the right to request work beyond the 3-months' notice period as may be the case.
54. Your performance during the notice period is expected to be at the satisfactory level. If performance is found wanting and the same will be communicated to you. In that event Vuram retains the right to terminate your employment earlier due to unsatisfactory performance during your notice period. In this case you will be required to pay the full three months' salary. Upon payment you will be provided the relieving and experience documents.
55. In the event of not completing your entire notice as mentioned in your offer, you will be required to pay for the entire notice period. You would be provided the relieving and experience documents only upon completion of your entire notice period or upon paying for the notice period.
56. You will not be eligible for any revision, bonus, Corporate Group Health Insurance or any other benefits of the company once the resignation is accepted. During notice period, you will not be eligible for any leave accrual.
57. Vuram may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.
58. Vuram retains the right to terminate your employment agreement If you do not report to work for more than 5 days, and if your leave of absence is not formally communicated. No experience or relieving letter will be provided in this case.

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59. Participation in any company event or any training program sponsored by the company will be completely under company's discretion.
60. On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company: any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information), physical company documents that you may have in your possession and any other company assets within your control
61. You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

**General**

62. Vuram trusts that you have not provided us with any false declarations of willfully suppressed material information.
63. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing services required under this agreement.
64. It is a condition of your employment that you sign this agreement at the time of joining Vuram and you must comply with the undertaking thereafter.
65. You will be required to learn the processes being followed at Vuram from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.
66. Your appointment and continuation in service is further subject to your fitness in health. In the event of your continuous illness for a period of 2 months or more, your services are liable to be terminated by giving one month's notice or one month's basic salary in lieu thereof. You are advised to maintain yourself in a state of medical/physical/mental fitness. This is in your own as well as Vuram's interests.
67. In case you are absent yourself from duty for 7 consecutive days or more or extend leaves at your own and without consent of management beyond originally granted leaves, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by Vuram and compensation, if any, will not be paid. You will also be liable to pay the notice period dues to Vuram. You will also ensure safe return of all the properties including confidential information under your possession failing which Vuram will initiate appropriate action for recovery.
68. Any breach of conditions specified in this offer document shall have serious legal consequences including but not limited to termination of your employment, criminal action and claim for damages.
69. Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with this terms of Employment, of the breach, termination, effect, validity, interpretation or non-maintaining the secrete policy of Agreement or as to

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their rights, duties or liabilities there under, or as to any act, matter or thing arising out of, consequent to or in connection with this Agreement, shall be settled by the Parties by mutual negotiations and agreement. If, for any reason, the Parties cannot resolve such Dispute amicably, the same shall then be referred to and settled by way of arbitration proceedings by appointment of a sole Arbitrator by Vuram. The decision of the Arbitrator shall be final and binding upon the Parties. The venue of arbitration proceedings will be at Chennai. The language of the arbitration and the award shall be English.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours Sincerely  
For Vuram Technology Solutions Pvt Ltd

*P. Prabhavathi Shanker*

**Prabhavathi Macheri Shanker**  
Director, Vuram

I, _____ agree to accept employment on the terms and conditions mentioned in the above letter.	
Date: _____	Signature: _____

27<sup>th</sup> August'2021  
Ref: GLS / HR /LOI/ 2021-08 / 002

**LETTER OF INTENT**

Dear Ms. Priyadharshini B,

Pursuant to our discussions, we are pleased to offer you employment as per details given below:

- a) Your position will be "Programmer analyst".
- b) You will be located at "Coimbatore".
- c) You will be entitled to an all-inclusive compensation (cost to company) of Rs. 4,00,000/- (Rupees Four lakhs only) per annum.
- d) In this regard, you need to join us as a full time - intern and work for a minimum period of 180 days.
- e) Based on your performance in the internship, we will confirm your employment, and a letter of offer will be released.
- f) On acceptance of this Letter Of Intent, your internship will be conditional on, and subject to, the terms of a written agreement between you and the Company. In this regard, you need to sign CIA, Non-Compete and Non-Solicitation Agreements.

We believe this is an exceptional career opportunity for you and can offer you the challenges needed to grow professionally.

Sincerely,  
For Greenlabs solutions Pvt Ltd.,

  
Authorized Signatory

## Offer of Internship Training

Shafeeq Salaudeen  
22/5E Big Mill Street, Thiruvarur  
Tamil Nadu - 610001

Date : 01 Mar 2022

Dear Shafeeq Salaudeen,

With reference to your application and subsequent successful completion of interviews, we are pleased to offer you appointment subject to the following terms and conditions:

1. You are hereby appointed as **Development Intern** for a fixed period of three months commencing from **01 March 2022** and ending on **31 May 2022**. After completion of the above stipulated period of service your contract shall automatically come to an end and you shall have no claim whatsoever on our establishment regarding your employment/non-employment or terms and conditions of employment.
2. Being a fixed tenure contract of service, you will neither have any right nor lien on the job held by you in the Company.
3. Out of the fixed tenure period of three months, you will be initially placed on probation for a period of one month to assess your suitability for the above position. In case your performance is found to be not satisfactory the Company reserves the right to terminate your services without any notice even during the currency of the fixed period contract of service.
4. Notwithstanding the fixed tenure contract of service either party may terminate the contract upon giving one month's prior notice in writing or by payment of one month's gross pay in lieu of notice. However, the Management reserves the right to relieve the employee without insisting notice period or payment in lieu thereof at its own discretion.
5. You shall be entitled to salary and other allowances as given in the annexure. The payment of the above remuneration shall be subject to statutory deductions at source such IT, PT, PF, ESI, TNLWF etc in so far as they are applicable to you and your entitlements will be governed by the respective statutes as notified by the Government and made applicable from time to time.
6. Your working hours shall be as per the requirements of our establishment and you will be eligible for leave at the rate of one day per month.
7. Your official place of work will be at **FULL Creative Ascendas, Phase 1, 4th Floor, Pinnacle Building, International Tech Park, Taramani Road, Taramani, Chennai, Tamil Nadu 600113**. However, based on the current health environment you may be allowed to work from home until such time the situation comes back to normality. You will be informed in advance if you are required to work at the official place of work as mentioned above. You may be transferred to a different position or department of the Company either in existence or which may come up pursuant to the requirements of the Company, during the tenure of your employment with the Company.

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8. You will not engage with any other work other than our clients' business during the period of your services with the Company. You will abide by all rules and regulations of the clients as applicable to you from time to time.
9. You will carry out all the work assigned to you as per the instruction of your higher-ups, the establishment's officials, and other representatives of the Company from time to time. You are required to discharge your duties in an efficient and satisfactory manner and shall own responsibility on any duty that may be assigned to you from time to time.
10. You will be responsible for the safe-keeping and return in good condition and order, of all the company & client equipment's/property which are entrusted to you for the efficient discharge of your duties. In case of any damage or loss caused to any of the property/equipment due to your negligence, you will be liable to compensate such damage or loss, the value of which shall be determined by the company.
11. Your appointment is being made on the basis of the information furnished by you to the Company and in case any information as given by you is found false or incorrect or by committing any act amounts to a loss of confidence etc., your appointment will be deemed void *ab initio* and liable for termination without any notice or salary in lieu of such notice.
12. You are liable to summarily dismissed from service without notice or compensation or any other benefits if, in the opinion of the company, you are found guilty of insubordination, dereliction of duty, disobedience and disorderly behaviour, any act subversive of indiscipline, absence from duty without prior permission, habitual late attendance or any other conduct considered detrimental to the interest of the company.
13. You shall not at any time during the tenure of your engagement with the Company or thereafter disclose or divulge, directly or indirectly, any knowledge, information or material that you may gain or come across in respect of this organization/client in the course of discharging your duties. You are required to sign a separate Invention Assignment and Confidentiality Agreement with the Company which shall be shared with this appointment letter
14. Your address, as indicated in the official record of the Company shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you and in case there is any change in your residential address, you will intimate the same within 3 days of such change of address or else the address as appearing on the record of the company will be taken as your address.
15. Your appointment and continued employment shall be subject to be found physically, medically, and mentally fit for carrying out your work as per the requirement of the Company. You are to present yourself for medical examination as & when required by the Management.
16. You agree to indemnify and hold the Company and its Board of Directors harmless from any and all claims, damages, liability, attorney fees and expenses on account of your failure to satisfy any of your obligations under this fixed tenure appointment.
17. In addition to the terms and conditions of this appointment letter, you are bound by the following policies of the Company:

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- a. General Terms and Conditions of Employment insofar as they apply to the Fixed Tenure Contract of Service,
- b. Conflict of Interest Policy,
- c. Hours of Work & Weekly Off Policy,
- d. Company Properties (Laptop) Policy, if applicable,
- e. Work from Home Policy.

You must diligently comply with the above Company's policies and procedures, as amended from time to time and notified to you.

18. In case the above terms and conditions are acceptable to you, you are requested to sign the duplicate of this letter for having understood and having accepted the same and return the same.

Thanking you.

For FULL CREATIVE PRIVATE LIMITED

*Vidya Balakrishnan*

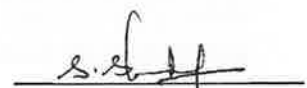
Authorised Signatory

Name: Vidya Balakrishnan

Designation: People Partner - Human Resources

## Declaration/Acceptance

I .....Shafeeq S..... ~~Do~~ (or) S/o .....Salaudeen M....., aged about .....20..... years, residing at .....22/5E, Big Mill Street, Thiruvavur, Tamil nadu-610001....., do hereby declare that I have read and understood the terms and conditions of the Appointment letter dated ..01-March-2022.... And accept the same as it is and abide by the same.

  
Signature of the Applicant

Date: 01 March 2022

Place:

Ascendas India, Unit No. 01-06, 1<sup>st</sup> Floor, Phase 1, Pinnacle Building, International Tech Park, Taramani,

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## INVENTION ASSIGNMENT AND CONFIDENTIALITY AGREEMENT

### 1. Purpose of Agreement

I, Shafeeq Salaudeen, understand that the Company is engaged in providing Information Technology and Information Technology Enabled Services with its business and that it is critical for the Company to preserve and protect its "Proprietary Information" (as defined in Section 6 below), its rights in "Inventions" (as defined in Section 2 below) and in all related intellectual property rights. Accordingly, I am entering into this Invention Assignment and Confidentiality Agreement (this "Agreement") as a condition of my employment with the Company pursuant to my acceptance of the Employment Appointment Letter dated **01 March 2022**, whether or not I am expected to create inventions of value for the Company.

### 2. Disclosure of Inventions

I will promptly disclose in confidence to the Company all inventions, discoveries, creations, improvements, utility models, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets (the "Inventions") that I make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of my employment, whether or not in the course of my employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets.

### 3. Copyright.

I acknowledge and agree that any copyrightable works prepared by me will fall within the scope of and during the course of my employment with the Company and the Company will be the first owner of such copyrightable works and the copyright therein. I agree that all Inventions that (i) are developed using equipment, supplies, facilities or trade secrets of the Company, (ii) result from work performed by me for the Company, or (iii) relate to the Company's business or current or anticipated research and development, will be the sole and exclusive property of the Company and are hereby irrevocably assigned by me to the Company. I further recognize the right of the Company, as my employer, to copyright on works made by me in the course of my employment with the Company as prescribed under the Copyright Act, 1957, and will in no way dispute or challenge the same.

### 4. Assignment of Other Rights

In addition to the foregoing assignment of Inventions to the Company, I hereby irrevocably transfer and assign to the Company: (i) any and all "Moral Rights" (as defined below) that I may have in or with respect to any Invention. I also hereby forever waive and agree never to assert any and all Moral Rights I may have in or with respect to any Invention, even after the termination of my work on behalf of the Company. "Moral Rights" mean any rights to claim authorship of an Invention, to object to or prevent the modification or alteration of any Invention, or to withdraw from circulation or control the publication or distribution of any Invention, and any similar right, existing under the judicial or

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statutory law of any country in the world, or under any treaty, regardless of whether or not such right is denominated or generally referred to as a "moral right".

## 5. Assistance

I agree to assist the Company in every proper way to obtain for the Company and enforce patents, copyrights, mask work rights, trade secret rights and other legal protections for the Company's Inventions in any and all countries. I will execute any documents that the Company may reasonably request for use in obtaining or enforcing such patents, copyrights, mask work rights, trade secrets, and other legal protections. My obligations under this paragraph 5 will continue beyond the termination of my employment with the Company, provided that the Company will compensate me at a reasonable rate after such termination for time or expenses actually spent by me at the Company's request on such assistance.

## 6. Proprietary Information

I understand that my employment by the Company creates a relationship of confidence and trust. I am aware of and recognize and acknowledge that:

- (a) I will have access to, may generate, may be entrusted with or otherwise come in contact with information in respect of the business of the Company or the business of any parent, subsidiary, affiliate, customer or supplier of the Company or any other party with whom the Company agrees to hold information of such party in confidence, or generally with regard to the dealings, transactions, and affairs of the company, its parent, subsidiary, affiliate, customer, supplier or any third party who has an agreement with the Company, all of which information is proprietary, secret and confidential;
- (b) I will have access to and be entrusted with information in respect of the intellectual property of the Company its parent, subsidiary, affiliate, customer, or any of its clients, customers, suppliers, agents, distributors, all of which information is proprietary, secret and confidential;
- (c) The products, systems, and services which the Company owns, plans or develops, whether for its own use or for use by its customers or affiliates are confidential and are the property of the Company;
- (d) In order to enable the Company to perform services for its customers, such clients may also furnish to the Company certain other confidential information concerning their business affairs, property, methods of operation or other data;
- (e) I may learn the process and method of submission of proposals on behalf of the Company or its customers, which information is proprietary, secret and confidential;
- (f) I may have access to client, customer or contact lists of the Company, the marketing plans, product plans, business strategies, financial information, forecasts, personnel information and domain names, all of which information is proprietary, secret and confidential;

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- (g) I may come in contact with information concerning any of the suppliers, agents, or distributors of the Company or its customers, including sources of, and arrangements for, hardware supplied to customers or clients, of Company, all of which information is proprietary, secret and confidential;
- (h) The information gained, directly or indirectly, from the above disclosures is also proprietary, secret and confidential;
- (i) All notes and memoranda of any Proprietary Information (hereinafter defined) acquired, received or made by during the course of my employment shall also be considered confidential; and
- (j) The goodwill afforded to the Company depends upon, among other things, the Company and its associates keeping all the above services and information confidential.

(All the above collectively, the "Proprietary Information").

It is understood by the Parties that for the purposes of this Agreement all Proprietary Information will be the property of the Company. Further, it is also understood by the Parties that the Proprietary Information may not have a legend specifying its confidential nature affixed on it.

## 7. Confidentiality Covenant

At all times, both during my employment and after its termination, I will keep and hold all such Proprietary Information in strict confidence and trust. I will not use or disclose any Proprietary Information without the prior written consent of the Company, except as may be necessary to perform my duties as an associate of the Company for the benefit of the Company. Upon termination of my employment with the Company, I will promptly deliver to the Company all documents and materials of any nature pertaining to my work with the Company. I will not take with me any documents or materials or copies thereof containing any Proprietary Information.

## 8. Affirm Ownership

I agree that I shall have no proprietary interest in any Proprietary Information developed or used by me and arising out of my employment with the Company. I shall, from time to time as may be requested by the Company, do all things which may be necessary to establish or document the company's ownership of any such Proprietary Information.

## 9. Disclosures to Company Associates

Where I need to disclose some Proprietary Information to other Company associates, I shall, before any such permitted disclosures are made, ensure that these associates, to whom any Proprietary Information is to be disclosed or who may in any way obtain access to any Proprietary Information, have enforceable undertakings in terms at least as binding upon the said associates as I am bound to the Company hereunder.

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## 10. Other Disclosure

In the event that I require the assistance of any other party, other than associates of the Company as provided for above, to whom disclosure of any Proprietary Information is necessary, I shall first seek the Company's approval of such party and thereafter obtain from the party a duly executed agreement on terms at least as binding upon that party as I am bound to the Company hereunder, and which terms will be agreed with the Company. If I become legally compelled to disclose any of the Proprietary Information, I will promptly provide the Company with notice to permit the Company to seek a protective order or other appropriate remedy and/or to waive compliance with the provisions of this Agreement.

## 11. Information not protected

The protection to be accorded to the information to be disclosed hereunder does not and shall not extend to any information which it can be proved by documentary evidence produced by me which:

- (a) Is already known to me or in my possession before the disclosure hereunder free of any obligation to keep it confidential;
- (b) Is or becomes publicly known through no wrongful act or default of mine;
- (c) Is received from a third party without similar obligations of confidence and without breach of this Agreement; or
- (d) Is approved for release by written authorisation of the Company.

## 12. No Breach of Prior Agreement

I represent that my performance of all the terms of this Agreement and my duties as an associate of the Company will not breach any invention assignment, proprietary information, confidentiality or similar agreement with any former employer or other parties. I represent that I will not bring with me to the Company or use in the performance of my duties for the Company any documents or materials or intangibles of a former employer or third party that are not generally available to the public or have not been legally transferred to the Company.

## 13. Notification

I hereby authorize the Company to notify my actual or future employers of the terms of this Agreement and my responsibilities hereunder.

## 14. Name & Likeness Rights

I hereby authorize the Company to use, reuse, and to grant others the right to use and reuse, my name, photograph, likeness (including caricature), voice, and biographical information, and any reproduction or simulation thereof, in any media now known or hereafter developed (including, but not limited to, film, video and digital or other electronic media), both during and after my employment, for whatever purposes the Company deems necessary.

Ascendas India, Unit No. 01-06, 1<sup>st</sup> Floor, Phase 1, Pinnacle Building, International Tech Park, Taramani,

Taramani Road, Chennai - 600 113

T/ +91 44 4266 6652 E/ [fullhr@full.io](mailto:fullhr@full.io) W/[www.full.io](http://www.full.io) CIN: U72200TN2007PTC065348

# FULL Creative Private Limited

FULL

## 15. Injunctive Relief

I understand that in the event of a breach or threatened breach of this Agreement by me the Company may suffer irreparable harm, inadequately compensable in damages, and will, therefore, the Company or any other party as provided herein will be entitled to injunctive relief to enforce this Agreement in addition to all and any other legal remedies which may be available. In this context both the parties agree and accept that the Arbitration and Conciliation Act, 1996 shall not be applicable for this class of disputes.

## 16. Unliquidated Damages

The Company shall claim damages which are not quantified here depending on the extent of loss, pecuniary or otherwise suffered by them and the Employee hereby agrees to pay the unliquidated damages claimed by the Company for breach of Invention Assignment and Confidentiality Agreement without demur.

## 17. Indemnity

I hereby indemnify, defend and hold the Company harmless from and against any losses, costs, expenses, damages of whatsoever nature which may be incurred or suffered by the Company, which arises out of or as a result from any breach of contract, warranty, tort (including negligence) or otherwise of any of my obligations or agreement contained herein.

## 18. Governing Law; Severability

This Agreement will be governed by and construed in accordance with the laws of India and the Courts at Chennai shall have the jurisdiction to entertain any disputes hereunder. If any provision of this Agreement is determined by any court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such provision will be enforced to the maximum extent possible given the intent of the parties hereto. If such clause or provision cannot be so enforced, such provision shall be stricken from this Agreement and the remainder of this Agreement shall be enforced as if such invalid, illegal or unenforceable clause or provision had (to the extent not enforceable) never been contained in this Agreement. Notwithstanding the foregoing, if the value of this Agreement based upon the substantial benefit of the bargain for any party is materially impaired, which determination, as made by the presiding court or arbitrator of competent jurisdiction, shall be binding, then this Agreement will not be enforceable against such affected party and both parties agree to renegotiate such provision(s) in good faith.

## 19. Counterparts

This Agreement may be executed in any number of counterparts, each of which when so executed and delivered will be deemed an original, and all of which together shall constitute one and the same agreement.

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## 20. Titles and Headings

The titles, captions, and headings of this Agreement are included for ease of reference only and will be disregarded in interpreting or construing this Agreement. Unless otherwise specifically stated, all references herein to "sections" and "exhibits" will mean "sections" and "exhibits" to this Agreement.

## 21. Entire Agreement

This Agreement and the documents referred to herein constitute the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersede all prior understandings and agreements, whether oral or written, between or among the parties hereto with respect to the specific subject matter hereof.

## 22. Amendment and Waivers

This Agreement may be amended only by a written agreement executed by each of the parties hereto. No amendment of or waiver of or modification of any obligation under this Agreement will be enforceable unless set forth in a writing signed by the party against which enforcement is sought. Any amendment effected in accordance with this section will be binding upon all parties hereto and each of their respective successors and assigns. No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance. No waiver granted under this Agreement as to any one provision herein shall constitute a subsequent waiver of such provision or of any other provision herein, nor shall it constitute the waiver of any performance other than the actual performance specifically waived.

## 23. Successors and Assigns; Assignment

Except as otherwise provided in this Agreement, this Agreement, and the rights and obligations of the parties hereunder, will be binding upon and inure to the benefit of their respective successors, assigns, heirs, executors, administrators, and legal representatives. The Company may assign any of its rights and obligations under this Agreement. I shall not assign, whether voluntarily or by operation of law, any of its rights and obligations under this Agreement, except with the prior written consent of the Company.

## 24. Further Assurances

I agree with the company, to execute such further documents and instruments and to take such further actions as may be reasonably necessary to carry out the purposes and intent of this Agreement.

## 25. Termination of Employment

If my employment with the Company terminates for any reason, I shall keep in strictest confidence, and shall not disclose or divulge to any person, firm or corporation, or use directly or indirectly, for my own benefit or the benefit of others, any information, which in good faith and good conscience

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CSE

# FULL Creative Private Limited

ought to be treated as Proprietary Information. I agree that upon request by Company and in any event upon termination of employment, I shall turn over to someone duly authorised in that behalf by the Company, all documents, papers or other materials in my possession or under my control which may contain or be derived from Proprietary Information, together with all documents or other work product which is connected with or derived from my services to the Company whether or not such material is at the date hereof in my possession.

Notwithstanding the generality of the foregoing, all notes and memoranda of any Proprietary Information acquired, received or made by me during the course of my employment shall also be surrendered by me to someone duly authorised in that behalf by the company at the termination of my employment or at the request of the Company, at any time during the course of my employment. At the end of my tenure with the Company or upon demand by the Company, undertake to furnish the Company with a certificate, certifying that no copies have been made or retained of any Proprietary Information.

## 26. Alternate Employment

I further acknowledge and agree that in the event of the termination of my employment with the Company, my experience and capability are such that I can obtain employment in business activities which are of a different or non-competing nature with my activities as an associate of the Company, and that the enforcement of a remedy hereunder by way of injunction hereunder shall not prevent me from earning a reasonable livelihood. I further acknowledge and agree that the covenants contained herein are necessary for the protection of the Company's legitimate business interests and are reasonable in scope and content.

## 27. Enforceability

The provisions of this Agreement shall be enforceable notwithstanding the existence of any claim or cause of action of mine against the Company whether predicated in this Agreement or otherwise.

In confirmation of the above, the parties execute this Agreement on **01 March 2022 for FULL Creative Private Limited.**

Signature: *Vidya Balakrishnan*

Name: Vidya Balakrishnan

Designation: People Partner - Human Resources

Signature: 

Intern Name: Shafeeq S

Employee ID: 112628

Ascendas India, Unit No. 01-06, 1<sup>st</sup> Floor, Phase 1, Pinnacle Building, International Tech Park, Taramani,  
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## Annexure

Month	Nature of Job	Monthly Gross
Month 1	<ul style="list-style-type: none"> <li>• Complete the tasks assigned</li> <li>• Participate actively in non-technical activities</li> <li>• Proceed to the next month based on performance</li> </ul> <p><i>You will be assigned a mentor during the 3-month Internship program</i></p>	INR 11,400
Month 2	<ul style="list-style-type: none"> <li>• Complete the tasks assigned(the level of difficulty will be harder)</li> <li>• Participate actively in non- technical activities</li> <li>• Proceed to the next month</li> </ul>	INR 11,400
Month 3	<ul style="list-style-type: none"> <li>• Complete the tasks assigned(the level of difficulty will be harder and more challenging)</li> <li>• Participate actively in non- technical activities</li> <li>• Proceed to the next month based on performance</li> </ul>	INR 15,000
post 3 Months	<ul style="list-style-type: none"> <li>• Possibility to be absorbed as a full-time employee based on performance.</li> </ul> <p><i>Employment is not guaranteed it depends on the performance of the intern</i></p>	CTC will vary from position to position

P.S-The stipend mentioned is gross amounts, that are subject to deductions.

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**Letter of Intent**

**March 17, 2022**  
**Saranya Tamilmaran**  
**EGS Pillay Engineering College, Nagapattinam**

Dear Saranya Tamilmaran,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur  
Vice President, Recruitment-India & APAC



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)



14-Sep-21

Ayyappan Selvam  
No. 62, Melakkadu Sembodai  
Vedaranyam TK, Sembodai  
Nagapattinam - 614809

Internship Offer Letter

Dear Mr. Ayyappan,

With reference to your interview and subsequent discussions you had with us, we are pleased to appoint you, as **Intern** in **AciesInd Private Limited** (the 'Company').

Your Internship is scheduled to start on **Sep 16, 2021** effective for a period of 7 months.

Your internship will focus primarily on learning and developing the latest technology and skills aiming to give you a deeper understanding of software development concepts. You will be engaged in hands-on application development to apply the knowledge you will acquire with us. The internship will also include professional training and orientation courses which will help you adapt to Acies working environment.

Considering the current pandemic Acies is fully supportive of their staff working from home to ensure their safety. This applies to you to as an Intern. In order to successfully implement this, please ensure the following:

1. Must have stable high speed wired internet connection with a backup internet connection.
2. Must have Inverter with 8 hours of battery backup as a power back up.

Acies will provide an email ID, Laptop and access to project related database, folders. You must always maintain the highest degree of confidentiality. You are required to maintain the records, documents and other confidential information relating to the business of the Company which may be known to you or confided in you by any means strictly confidential. You will use such records, documents and information only in a duly authorized manner in the interest of the Company.

You will be provided stipend as follows:

Period	Stipend per month
Sep'21 - Dec'21 (*this will be prorated for month of Sep)	Rs.10,000/-
Jan'22 - Mar'22	Rs.14,000/-
Apr'22	Rs.21,000/-

During your Internship tenure your performance will be assessed quarterly, and the continuation of the internship will be contingent of your consistent performance.

Upon successful completion of all the requirements during your Internship period, Acies will extend your employment with the company. Your Appointment letter will be shared at the time of successful completion of Internship.

**Leave:**

You will be entitled to 7 days leave during the Internship period.

**Hours of Work:**

You will observe the working hours as observed at our Chennai office.

**Holidays:**

You will be entitled to holidays as followed in Chennai office

We welcome you and look forward to working with you.

Yours Sincerely,



**Nandakumar Rajasekheren**  
**Chief Delivery Officer**

14-Sep-21

R. Sneka  
No 140, Keela Agraharam  
Madhirimangalam  
Kutthalam Post  
Nagapattinam - 609801

Internship Offer Letter

Dear Ms. Sneka,

With reference to your interview and subsequent discussions you had with us, we are pleased to appoint you, as **Intern** in **AciesInd Private Limited** (the 'Company').

Your Internship is scheduled to start on **Sep 16, 2021** effective for a period of 7 months.

Your internship will focus primarily on learning and developing the latest technology and skills aiming to give you a deeper understanding of software development concepts. You will be engaged in hands-on application development to apply the knowledge you will acquire with us. The internship will also include professional training and orientation courses which will help you adapt to Acies working environment.

Considering the current pandemic Acies is fully supportive of their staff working from home to ensure their safety. This applies to you to as an Intern. In order to successfully implement this, please ensure the following:

1. Must have stable high speed wired internet connection with a backup internet connection.
2. Must have Inverter with 8 hours of battery backup as a power back up.

Acies will provide an email ID, Laptop and access to project related database, folders. You must always maintain the highest degree of confidentiality. You are required to maintain the records, documents and other confidential information relating to the business of the Company which may be known to you or confided in you by any means strictly confidential. You will use such records, documents and information only in a duly authorized manner in the interest of the Company.

You will be provided stipend as follows:

Period	Stipend per month
Sep'21 - Dec'21 (*this will be prorated for month of Sep)	Rs.10,000/-
Jan'22 - Mar'22	Rs.14,000/-
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During your Internship tenure your performance will be assessed quarterly, and the continuation of the internship will be contingent of your consistent performance.

Upon successful completion of all the requirements during your Internship period, Acies will extend your employment with the company. Your Appointment letter will be shared at the time of successful completion of Internship.

**Leave:**

You will be entitled to 7 days leave during the Internship period.

**Hours of Work:**

You will observe the working hours as observed at our Chennai office

**Holidays:**

You will be entitled to holidays as followed in Chennai office

We welcome you and look forward to working with you.

Yours Sincerely,



**Nandakumar Rajasekheren**  
**Chief Delivery Officer**

June 24, 2022

HRD/3T/1003928179/22-23

Ms. S Shafrin Beevi  
No.39,  
New Street  
Nagapattinam-611001  
India

Ph: +91-6369257263

Dear S Shafrin,

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 you are empowered to move forward as far as your ideas will take you.

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 working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.24 20:53:05 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

June 24, 2022

HRD/1003928179/22-23

Ms. S Shafrin Beevi  
No.39,  
New Street  
Nagapattinam-611001  
India

Ph: +91-6369257263

Dear S Shafrin,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

**Definition**

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "**Offer Letter**" hereinafter).

"**Affiliates**" means any entity that controls, is controlled by, or is under common control with the Company.

"**Company**" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"**Training**" shall mean and include all the training that shall be imparted to you on joining the Company.

**Joining**

Your scheduled date of joining the employment of the Company will be **08-Aug-2022**.

**Location**

Your location for employment is **MYSORE, India** .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **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.



## Compensation and Benefits

### Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

### **National Pension Scheme**

We offer all our 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. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, 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 three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, 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 Offer Annexure for India.

If you fail to submit the necessary 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, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys 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.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. 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 **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. 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 absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational 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 (if in force) will be made applicable to 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 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 us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes 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 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 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.

This agreement 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.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                      Location

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2022.06.24 20:53:05 IST  
Reason: Digitally Signed  
Location: Bangalore

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

**ANNEXURE - I**  
(Compensation during the first six months from the Date of Joining)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Ms. S Shafrin Beevi			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*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				

**ANNEXURE - II**  
(Compensation post successful completion of six months)

**COMPENSATION DETAILS**  
(All figures in INR per month)

NAME	Ms. S Shafrin Beevi		
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
<b>1. MONTHLY COMPONENTS</b>			
BASIC SALARY			15,000
BASKET OF ALLOWANCES			4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			2,850
<b>MONTHLY GROSS SALARY</b>			<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>			
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			150
<b>3. RETIRAL BENEFITS</b>			
PROVIDENT FUND - 12% of Basic Salary			1,800
GRATUITY - 4.81% of Basic Salary*			722
<b>FIXED GROSS SALARY (1+2+3)</b>			<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>			
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>			<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>			<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>			<b>30,000</b>
<b>OTHER BENEFITS</b>			
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12
			<b>Margin Money (To be borne by the employee)</b>
			Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time			
*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			



EGS Pillay Group of Institutions Nagapattinam <ceo@egspec.org>

## Selected candidates Details-MSc Technology India Pvt Ltd

1 message

**babisha.mariaaruldhas@msc.com** <babisha.mariaaruldhas@msc.com>

Tue, Apr 19, 2022 at 8:24 PM

To: ceo@egspec.org

Cc: jyoti.naik@msc.com, sundarrajan.natarajan@msc.com, rajesh.k@msc.com

Good day!

It had been pleasure speaking to you.

Kindly accept our sincere gratitude and appreciate the support you have extended to us for our Fresher Batch hiring.

Below is the selected candidate from your esteem college :

DOJ - 21<sup>st</sup> April'22

S.NO	Candidate Name	Designation
1	Hariprasad.V	Business Analyst-Customer Support

Thanks & Regards,

**Babisha M A.**

HR-Executive



KOSMO ONE, TOWER-B, AMBATTUR  
INDUSTRIAL ESTATE, CHENNAI-600058



Mobile: 7305133396 | Phone: 04471041832

Email: babisha.mariaaruldhas@msc.com

<http://www.msc-technology.com/>





05 April 2022

**Amirthavarshini P**  
22/1, Salt Road, Sevabharathi, Nagapattinam, TamilNadu-611001

**Dear Amirthavarshini P,**

We are pleased to appoint you as **Engineer** or in such other capacity as the Management of the Company shall from time to time determine, under the following terms and conditions:

**1. Appointment:**

You will be required to join us on **04 July 2022**.  
(The Company reserves the right to advance / postpone the date of joining.)

1.1. Your date of appointment is effective from the date of joining.

**2. Code of Conduct:**

2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it, is strictly confidential, and you shall treat it accordingly.

2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.

2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.

2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

engineering creativity

**TATA ELXSI**



2.6. You will observe work timings and holidays as applicable to your location and place of work.

### 3. Training & Probationary Period:

3.1 You will be on training for the first 6 months. During the training period, you will be subject to assessment at various stages and you are expected to meet the minimum acceptable criteria for your continuity in the Company and subject to submission of Provisional Degree Certificate (PDC) of the University with **60% or 6.0 CGPA** in aggregate.

3.2 Post the above, you will be on probation for the next 6 months. On meeting the minimum acceptable criteria and on completion of the probation period, if found suitable in the appointed post, you will be confirmed in writing by the Company. The terms and conditions of this letter shall continue to bind you or as may be amended by the Company from time to time.

3.3 Based on your performance, the Company is at liberty to terminate your services, if found unsatisfactory at any time during the Training or probation period, or extended probation period, as it deems necessary.

### 4. Salary:

4.1. During the period of probation you will be entitled to salary and perquisites as detailed in the annexure. The Company in writing will communicate any change in compensation to you.

4.2. Compensation structure detailed in the attached annexure is for a posting in **Chennai**. The compensation structure is based on location of posting and any change in compensation arising out of a change in location of posting will be communicated to you in writing.

### 5. Initial Posting and Subsequent Transfers:

Your initial posting can be at any of our design & development centers in **Chennai**. You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, department, establishment, factory or branch of the Company or subsidiary, associate or affiliate of the Company in India or abroad without claiming any extra remuneration for such transfers.

### 6. Leave:

6.1. You will be entitled to leave and other benefits in accordance with the rules / policies of the Company.



## 7. Other Work:

7.1. Your position is a full time employment with the Company and you shall devote your whole time and attention to the Company's business entrusted to you. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the prior written permission of the Chief Executive Officer of the Company.

## 8. Termination:

8.1. During the period of training / probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management. On confirmation of your services in the Company, your services shall be terminable by giving three months notice or three months basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management.

8.2. In the event that you want to terminate your employment with the Company, while on a project at customer's site in India or abroad you will be required to give a minimum of 90 days notice, to enable smooth transition and transfer of technology. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 90 day period. This minimum notice of 90 days cannot be adjusted with payment in lieu of notice period as mentioned in clause 8.1 above or adjusted against the Privilege Leave.

8.3. In case during your services with the Company, if you are deputed abroad for Training / Developmental program / Participating in Seminar etc., your notice period for resignation / termination during the period of one year after completion of your deputation abroad, will be 6 months at the option of the Company.

8.4. You will be liable to termination from service by the Company without notice if:

- Any declaration given by you or any testimonials furnished by you to the Company is found to be false, or,
- You are found to have willfully suppressed any material information, or,
- You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or,
- You are found to have indulged in financial irregularities; or
- You breach any of the terms and conditions of your employment as specified in this letter, or of any further official communication from the Company.



## 9. On Separation:

9.1. On communication of the termination/resignation of your employment with the Company, you will immediately give up to the Company before you are relieved, all documents of the Company including correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and shall not make or retain any copies of these items.

## 10. Background Check:

You are advised that, before or after joining the services, the Company or its Client(s) may conduct a background check such as past employment, education, financial & criminal check, including any other information that has been furnished by you. The Company reserve the right to withdraw any offer of employment or terminate your appointment immediately, without any liability should the results of your background investigation found negative.

## 11. Intellectual Property and Confidential Information:

11.1. Information pertaining to the Company's operations and its clients shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Any Intellectual Property or Patents developed by you during your service will be the property of Tata Elxsi Limited. After leaving the services of the Company, you shall keep confidential and proprietary information and technologies, which you were involved with during your service with the Company and shall render yourself liable to damages and costs arising out of breach of such confidentiality.

11.2. You shall irrevocably, unconditionally and free of any cost, royalty or compensation, assign to TEL all rights, title and interests including the transfer rights and Intellectual Property Rights in all products, designs, software, all embedded, intermediary, base software technology which is created or developed by you during the course of your employment. TEL shall have the right to obtain and hold in its own name, copyrights, trade-marks and other applicable registrations and seek such other protection as may be appropriate to the work, product and all designs, software created by you and you shall also provide TEL or any person designated by TEL all assistance as may be required to establish and / or perfect the rights defined in this clause.



11.3. **Data Protection Regulation- Personal Data:** You acknowledge and agree that TEL or any of its affiliates or group companies may process your personal data/ sensitive data. You also hereby provide explicit consent to the company to transfer such personal/sensitive data outside the country in which you are employed. TEL will process your personal data in the performance of a contract as your employer, to ensure to meet the employer obligations and the requirements of employment law. Your personal/sensitive data as part of legal obligation for business accounting, payroll, tax, immigration purposes. Your personal/sensitive data shall be under legitimate interests to carry out background checks as part of our due diligence measures. You hereby give your explicit consent to TEL to process such personal/or sensitive data.

## 12. Adhering to Safety Standards:

12.1. The Company strives to provide each employee with a safe and healthy work environment. Each employee has responsibility for maintaining a safe and healthy workplace for all employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.

12.2. Violence and threatening behavior are not permitted. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs, smoking, chewing of tobacco or alcohol. The use of alcohol and/or illegal drugs in the workplace will not be tolerated.

12.3. Tata Elxsi has implemented its Healthy and Safety process based on ISO 45001. You are expected adhere to the Health and Safety Policy and promptly report any potential health and safety issues as per the reporting mechanism stipulated under the Health and Safety Policy. This act may help us maintain our own safety, as well as the safety of our fellow co-workers.

## 13. Protection of Interest:

13.1. If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such development will be fully communicated to the Company and will be and will remain sole right / property of the Company.



#### **14. Client Management:**

14.1. On Termination / Resignation of employment for what-so-ever reasons, you will not seek employment opportunities with our principals, customers and any other person / entity, with whom you had a business relationship / technical engagement within one year from your last working day in the Company. In the event the Company is of the reasonable opinion that you are terminating your employment with the Company to pursue an occupation in violation of this Clause 12, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the Company. The Company further reserves the right to approach a Court of competent jurisdiction and obtain an injunction preventing you from terminating your employment with the Company and/or recover damages there from.

#### **15. Non-solicitation:**

15.1. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, hire or employ, or assist anyone else to solicit, hire or employ, any other employee of the Company. At no time you may directly or indirectly seek to induce any other employee of the Company to leave the employment of the Company or to become associated with, or perform services of any type for any third party.

15.2. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, induce or encourage any customer or vendor of the Company to move his/her existing business with the Company to a third party or to terminate his/her business relationship with the Company.

#### **16. Retirement:**

16.1. You will retire in the month of your attaining the age of 60 years.

#### **17. Original Certificates:**

17.1. You are required to produce Original certificates / testimonials for our reference & verification on the day of joining.

18. You are requested to join us on the date as indicated to you in **clause 1** of this letter (“**Date of Appointment**”).



Registered Office **Tata Elxsi Limited** ITPB Road Whitefield Bangalore 560 048 India

Tel +91 80 2297 9123 Fax +91 80 2641 1474

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

Tata Elxsi Limited | Bangalore



**19. Jurisdiction and Dispute resolution:**

19.1. Any dispute which may at any time hereafter arise between the parties hereto, shall be referred to a single arbitrator to be appointed by the Company Secretary of Tata Elxsi Ltd. in accordance with and subject to the provisions of the arbitration and conciliation act, 1996. It shall be open to any one of the parties to move the Company Secretary to appoint the arbitrator and refer dispute to arbitration. The decision/award of such an arbitrator shall be binding on the parties hereto. The venue of arbitration shall be Bangalore. The Courts in Bangalore shall have exclusive jurisdiction to the exclusion of all other Courts.

19.2. You will be required to produce one set of photocopies and the originals of certificates / testimonials on the day of joining. Photocopies will be retained for our records and originals will be returned to you upon verification.

19.3. Please note that while on employment, you will be governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

Wishing you the best in your career,

**For Tata Elxsi Limited,**

**Rajagopalan S.  
Head - Human Resources**

**Declaration**

I acknowledge that I was provided with an unsigned copy of this Agreement in advance of signing the same and was accorded ample opportunity to read and seek whatever clarification I needed related to the Agreement. I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on as indicated to me in **Clause 1** of this letter ("**Date of Appointment**"). By signing this Agreement I consent to the Company for collecting, retaining and processing my personal/sensitive data.

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

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

**TATA ELXSI**

Registered Office Tata Elxsi Limited ITPB Road Whitefield Bangalore 560 048 India

Tel +91 80 2297 9173 Fax +91 80 2841 1474

www.tataelxsi.com

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**Annexure 1**

Annexure to: **Amirthavarshini P**

Appointment Letter Dated: **05 April 2022**

<b>Name</b>	<b>Amirthavarshini P</b>
<b>Level</b>	<b>D</b>
<b>Designation</b>	<b>Engineer</b>
<b>Location</b>	<b>Chennai</b>

	<b>Amount in INR</b>
Basic	15,500
House Rent Allowance	7,750
Flexible Benefit Plan**	1,912
Statutory Bonus *	1,400

**Monthly Salary**

**26,562**

**Deferred Benefits (Annualised)**

Provident Fund (As per the PF Act 1952)	22,320
Gratuity (As per the Gratuity Act 1972)	8,947

**Annual Gross Salary**

**3,50,011**

Medical Insurance (Hospitalisation) coverage as per Company policy as amended time to time.

Group Term Life (Personal Accident + Life Insurance) Coverage as per Company policy as amended time to time.

\*As per the Payment of Bonus Act 1965

\*\*Please refer the annexure for details of FBP

**For Tata Elxsi Limited,**

  
**Rajagopalan S.**  
**Head - Human Resources**

**TATA ELXSI**

Registered Office **Tata Elxsi Limited** ITPB Road Whitefield Bangalore 560 048 India

Tel: +91 80 2297 9123 Fax: +91 80 2841 1474

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ELXSI IS TATA INSPECTOR GENERAL





## **Annexure 2**

### **Annexure indicating breakup of FBP components applicable to grade "D"**

1. Telephone / Cell phone expenses (Not exceeding Rs.15,000/- p.a.).
2. Membership for Technical Societies (not exceeding Rs.6000/- p.a.).
3. LTA (tax free twice in 4 years as per prevailing Income Tax rules).



June 28, 2022

Nivas Mathisekaran,  
S/O: Mathisekaran,  
33, Athithrarvedar Street,  
Kurathalvarkudi,  
Nannilam Taluka, Sirupuliyur,  
Tamil Nadu- 609403

Employment Offer Letter

Dear Nivas Mathisekaran,

On behalf of Practically, a product of 3RDFLIX (the Company), we are pleased to extend you an offer for the position of **Academic Counselor**. We feel that you will be a great addition and look forward to you joining our team. The terms of your new position with the Company are as set forth below:

1. Position:

Your position title will be Academic Counselor working out of the Company's office in Hyderabad. We look forward to having you join our team on June 28<sup>th</sup>, 2022.

2. Compensation:

- a. You will be paid an annual salary of **INR 3,50,000/- i.e., Rupees Three Lakh Fifty Thousand only (details are provided in Annexure)** and other perquisites will be payable pursuant to company payroll policy.
- b. In addition to the CTC above, you shall be eligible for a performance-based incentive of up to **INR 5,00,000/-** which will be paid as per the Company's internal policy.
- c. Your travel allowance and other expenditure resulting out of your job duties will be reimbursed according to regular company reimbursement policy.

3. Benefits:

At Practically, we follow best possible industry centric benefits for our employees. Your benefits including leave policy and group insurance policy will be informed to you at the time of your joining. You are not eligible to take any leave in the first month of your employment. In case you take one, it will be considered as a loss of pay. Any unapproved leave after the first month will go as leave without pay.

4. Orientation:

Your orientation will be on your joining day. You will need to bring along all the documents, as per the list shared by HR. This is mandatory to complete the joining formalities.

5. Probationary Period and Confirmation as a Permanent Employee.

You will be on a probation for a period of three (3) months from the date of joining of the company and may be confirmed as a permanent employee upon successful completion of your probation. Please note that as per company policy the employee would be confirmed on the 1<sup>st</sup> day of the month succeeding the month of completion of probation of three months from the date of joining

the company or after the period of probation whichever is later.

**3rdFlix Visual Effects Private Limited**

H. No: 8-2-293/82/A/233,234,235, Sy. No. 403/1 (old) 120 (New), 4th Floor 2 & 3, Empire Square, Road No. 36, Jubilee Hills, Hyderabad, Telangana 500034; Website: [www.practically.com](http://www.practically.com), CIN: U80301TG2018PTC122638



6. **Termination of Employment:**

**6.1 Termination by Company:** During your probation, the company may, in its absolute discretion, terminate your employment without any prior notice and without any liability to pay any damages/compensation. Upon completion of your probation period, once you are confirmed as a regular employee, the company may terminate your employment at any time, without assigning any reason whatsoever by giving a written notice of termination to you of 30 (thirty) days ("Notice Period") or payment in lieu of, which date will be the "Termination Date" in relation to this clause. Such termination by the Company shall be without any liability of the Company to pay compensation or damages.

**6.2 Termination by Company due to Employee's misconduct ("Termination for Cause"):** Notwithstanding anything mentioned in the clause mentioned above, the company may terminate your employment, with immediate effect by a notice and without providing the Notice Period or without any liability to pay compensation or damages of any kind, for any Cause event. "Cause" shall include, but is not limited to:

6.2.1 Misconduct, fraudulent, dishonest, or undisciplined conduct of yours, or breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the company's property, or

6.2.2 Insubordination or failure to comply with the directions given to you by persons so authorized, or

6.2.3 Your insolvency or conviction for any offence involving moral turpitude, or breach by you of any of the terms of this letter or of the company's policies or other documents or directions of company, or

6.2.4 you talk negatively about the company to other employees or make any negative comments about the company in the blogs, etc. or in any manner disparage or attempt to disparage the company.

6.2.5 The company may terminate without notice period if employee is absent unauthorized or unapproved from the place of work for more than 3 (three) working days, or

6.2.6 Your conduct in a manner which is prejudicial to the interests of the Company or to the interests of its clients. In relation to this Clause, "Termination Date" means the date of the notice.

6.2.7 Withholding of any relevant facts or in the event of any information produced by you is found to be incorrect, or

6.2.8 Under performance by the Employee after the probation period, or

6.2.9 Your act or omission which are in violation of company's policies or applicable laws, rules, and orders enforceable in India and your breach of this offer letter; or

6.2.10 Reference check shall be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your

---

**3rdFlix Visual Effects Private Limited**

H. No: 8-2-293/82/A/233,234,235, Sy. No. 403/1 (old) 120 (New), 4th Floor 2 & 3, Empire Square, Road No. 36, Jubilee Hills, Hyderabad, Telangana 500034; Website: [www.practically.com](http://www.practically.com), CIN: U80301TG2018PTC122638



services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

- 6.3 Termination by the employee (you):** You shall be entitled to terminate your employment by providing 30 (thirty) days prior written notice to the company or you shall pay an equivalent compensation in lieu of such a written notice and shall be liable pay the cost of the project losses incurred by the company. However, the company shall be entitled to relieve you at any time prior to the expiry of the said 30 (thirty) days in its sole discretion without any obligation on the company except payment of proportionate remuneration in lieu of the services provided by the Employee till his last reporting day. For the avoidance of any doubt, it is acknowledged and expressly agreed by you that if you are willing to resign from the position, then the company reserves the sole right to relieve you from your duties immediately without the employee serving the Notice Period and without any liability to pay to you, except for the services you rendered to the company till your working last day.
- 6.4** During the Notice Period, you shall not avail any leaves, work from home, PTO, permissions, and the event of your non-availability at the office during the working hours, the Notice Period shall be extended at the discretion of the Company.
- 6.5** The Parties hereby agree that if the termination is found to be wrongful by an appropriate Court in India, the maximum liability of Company shall not exceed your 1 (one) months' compensation in case the company does not re-instate you.
- 6.6** Your employment shall stand terminated immediately in case of non-compliance by you of any of the terms of this letter. You agree and acknowledge that the terms of this offer letter are of paramount importance and non-compliance of the same shall terminate your employment immediately with no costs to you. You shall be liable to pay damages proportional to the damage/injury caused to the running of business and reputation of the company due to such non-compliance.
- 6.7** Upon the termination of services or upon having resigned from the company, you shall abide by all terms of this offer letter, including without limitation clause 6.8 of this letter and all the policies of the company to complete the exit process and obtain a no dues certificate from all the related documents and submit the same to the human resources department of the company for the full and final settlement. For the abundance of clarity, unless you submit no dues certificate from all departments, your reporting manager, the company shall reserve the right to withhold his full and final settlement. The company shall complete your full and final settlement within a period of 45 days from the date of completion of all the exit formalities by you.
- 6.8 Return of Company's assets:**
- 6.8.1** Any and all of the company's property, including without limitation, laptop, mobile phone, sim card, id card, documents, etc., Confidential Information, Intellectual Property, technical, financial, marketing, manufacturing, distribution or othertechnical or business information or trade secrets including but not limited to concepts, techniques, processes, methods, systems, designs, cost data, computer programs, formulae, development or experimental work, work in progress, software for business, professional use application programs, operating systems, website, e- commerce solutions, books, hardware and information for the micro-computer and

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**3rdFlix Visual Effects Private Limited**

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internet market place used or generated or gathered is the property of the company and the same which has been acquired by or in the possession of the employee under this offer letter, shall be returned to the company immediately upon termination of this offer letter.

- 6.8.2 The aforementioned company's property shall be returned by you to the concerned reporting authority, at your cost, before you are relieved from your employment with the company. In the event you fail to return the company properties in accordance to clause above, the company shall have the absolute right to charge fees / impose penalties in lieu of the company properties which remains in your possession post your termination.
- 6.8.3 You shall cooperate in the transition of all work to such person designated by the Company with no additional payments.
- 6.8.4 It is further agreed and understood by you that if all of the company's property, Confidential Information and Intellectual Property is not returned upon termination of employment or as and when called by the company, the company shall be entitled to initiate legal proceedings for recovery in cases of unreasonable and unexplained delay. You recognize and agree that as a consequence of such legal action authorized by a competent court of law, the company shall be entitled to recover from you and you shall be bound and liable to make good to the company any loss suffered by the company on account of misuse of the company's property, Confidential Information and Intellectual Property by you and/or any damage occasioned to the Company's property, Confidential Information and Intellectual Property whilst in your custody of or entrusted to you.
- 6.8.5 You shall execute all further documents which the company may reasonably request you in order to give effect to your resignation from the company.

**7. Background Checks:**

The Company may, 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 "Offer Annexure". If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

**8. Non-Disclosure to Third Parties and Non- Disparagement:**

The Employee shall not, and shall not induce others to, disparage the Company or any of its subsidiaries, affiliates, directors, officers, employees, agents, or executives or otherwise take any

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action which could reasonably be expected to adversely affect the personal or professional reputation of the Company or any of its subsidiaries, affiliates, directors, officers, employees, agents or executives in any manner whatsoever. This clause shall survive the termination of this Offer Letter and shall hold good in perpetuity. In the event the Employee violates this clause, the Company shall have both the civil and criminal remedies available under applicable Law. The employee shall not defame, disparage, or demean COMPANY in any manner whatsoever.

Except as required by your Duties, you shall not, at any time now or in the future, directly or indirectly, use, publish, disseminate, or otherwise disclose any Confidential Information, Concepts, or Ideas to any third party without the prior written consent of the Company which consent may be denied in each instance and all of the same, together with publication rights, shall belong exclusively to the Company.

**9. Documents, etc.**

All documents, diskettes, tapes, procedural manuals, guides, specifications, plans, drawings, designs and similar materials, lists of present, past or prospective customers, customer proposals, invitations to submit proposals, price lists and data relating to the pricing of the Company' products and services, records, notebooks and all other materials containing Confidential Information or information about Concepts or Ideas (including all copies and reproductions thereof), that come into your possession or control, whether prepared by Authors or others: (a) are the property of the Company, (b) will not be used by you in any way other than in connection with the performance of your Duties, and (c) at the termination (for whatever reason), of your relationship with the Company, will be left with, or forthwith returned by you to the Company.

**10. Intellectual Property Rights.**

You agree that the Company is and shall remain the exclusive owner of the Confidential Information and Concepts and Ideas. Any interest in patents, patent applications, inventions, technological innovations, trade names, trademarks, service marks, copyrights, copyrightable works, developments, discoveries, designs, processes, formulas, know-how, data and analysis, whether registerable or not ("Developments"), which you, as a result of rendering Services to the Company under this employment agreement, may conceive or develop, shall: (i) forthwith be brought to the attention of the Company and (ii) belong exclusively to the Company. No license or conveyance of any such rights to you is granted or implied under this Agreement.

**11. Indemnification.**

You shall defend, indemnify and hold harmless the Company and its officers, directors, employees, agents, parent, subsidiaries and other affiliates, from and against any and all damages, costs, liability, and expense whatsoever (including attorneys' fees and related disbursements) incurred by reason of (a) any failure by you to perform any covenant or agreement set forth herein; (b) injury to or death of any person or any damage to or loss of property which is due to the negligence and/or willful acts of yours. The Company shall have the right to offset against any salary or fees due under this Employment agreement, the amount of any indemnity to which the Company is entitled under Indian Contract Act 1872.



**12. Non-Solicitation:**

You agree that during your employment by the Company and for a period of twelve months following the termination of your employment, you shall not directly or indirectly, without prior consent of the Company, solicit, hire, employ or recruit any current employees, directors, consultants, contractors or subcontractors of the Company, either on behalf of yourself or any other person or entity, nor will you encourage or induce any of these entities to leave and/or cease doing business with the Company.

Furthermore, during your employment with the company you will perform for the Company such duties as it may designate from time to time and will devote your full time and best efforts to such duties and will not, without prior written approval, directly or indirectly participate in or assist any business which is a current or potential supplier, customer, or competitor of the Company.

**13. Confidential Information:**

As an employee of the Company, you will have access to certain Company confidential information. You may also, during the course of your employment, develop information or inventions, , business associations, trade secrets or confidential business information, which will be the property of the Company. To protect the interest of the Company you will need to sign the Company's standard "Employee Confidentiality Agreement" as a condition of your employment. Violations of this policy by existing employees will result in disciplinary action up to and including termination and depending upon the severity of the breach of confidentiality, may result in legal action against the active employee, even if no one benefitted from the disclosed information.

This prohibition not only applies to active employees during the term of their employment with the Company, but also all employees after their separation from the Company for 12 months.

**14. Jurisdiction**

Even though the Company may depute you Overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Hyderabad only.

**15. Retirement**

You shall automatically retire from the services of the Company at the age of 58 years and for the purpose of determining this, the age recorded with the Company shall be considered as final and conclusive.

**16. Antecedent verification**

This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize the Company or any external agency through us to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend co-operation (if asked for) during such verification without any protest or demur. If there is a discrepancy in any of the information submitted by you (which formed the basis for this offer) or in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer at any time during service.

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17 General

The above terms and conditions are based on Company Policies, procedures, benefits and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all service matters, including those not specifically covered here such as Travel, Leave, Retirement, Code of Conduct, etc. you will be governed by the rules of the Company as shall be in force from time to time.

Sincerely,

A handwritten signature in black ink that reads 'Maria Rubina Felix'. The signature is written in a cursive style and is underlined with two horizontal lines.

**Maria Rubina Felix**  
Director – Human Resources

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**ANNEXURE : SALARY OFFER**

Name : Nivas Mathisekaran  
Location : Hyderabad  
Designation : Academic Counselor  
CTC : INR 3,50,000/-P.A.

**Details of Total cost to company (CTC) Per Annum as follows.**

Annual CTC	350,000	
Monthly CTC	29,167	
Salary Components	Monthly (Rs)	Annual (Rs)
<b>Earnings</b>		
Basic	11,667	140,000
House Rent Allowance	5,833	70,000
Telephone Allowance	1,250	15,000
Car & Fuel Maint.	-	-
Leave Travel Allowance	1,167	14,000
Special Allowance	5,650	67,800
<b>Total Earnings (A)</b>	<b>25,567</b>	<b>306,800</b>
<b>Retirement Benefits</b>		
Employer Contribution to PF (Er)	1,800	21,600
Employee Contribution to PF (Ee)	1,800	21,600
Employer Contribution to ESIC	-	-
<b>Total Retirement Benefits (B)</b>	<b>3,600</b>	<b>43,200</b>
<b>Gross Amount (A+B)</b>	<b>29,167</b>	<b>350,000</b>
<b>** Performance Based Variable Pay ©</b>	<b>41,667</b>	<b>500,000</b>
<b>Total Cost to Company (A+B)</b>	<b>70,833</b>	<b>850,000</b>

**Note 1.** Employer contribution to provident fund will be made to the provident fund in accordance with to the Employer's Provident Fund Scheme, 1952.

**Note 2.** You will be entitled to Gratuity on completion of five years of continuous service in the company which shall be payable as per prevailing applicable laws in this regard.

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**ACCEPTANCE OF LETTER OF APPOINTMENT.**

Name : Nivas Mathisekaran  
Designation : Academic Counselor  
Annual Salary : INR 3,50,000/-(Rupees Three Lakh Fifty Thousand Only)\*

\* This is subject to statutory deductions for Provident Fund, Professional Tax, Income Tax and other statutory deductions that may be applicable from time to time. As will be provided to you separately upon joining us.

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**CANDIDATE ACCEPTANCE:**

I accept your offer of employment with Practically as a Position Title and agree to the conditions here on and in the offer letter.

**Nivas Mathisekaran**

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Signature

Date

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**3rdFlix Visual Effects Private Limited**

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June 28, 2022

Dinesh Babu Thilagarajan,  
S/O: Thilagarajan,  
9.67, Karkathi Main Road,  
Mandhai Post,  
Nannilam Taluka, Tiruvarur,  
Tamil Nadu- 609403

**Employment Offer Letter**

Dear Dinesh Babu Thilagarajan,

On behalf of Practically, a product of 3RDFLIX (the Company), we are pleased to extend you an offer for the position of **Academic Counselor**. We feel that you will be a great addition and look forward to you joining our team. The terms of your new position with the Company are as set forth below:

**1. Position:**

Your position title will be Academic Counselor working out of the Company's office in Hyderabad. We look forward to having you join our team on June 28<sup>th</sup>, 2022.

**2. Compensation:**

- a. You will be paid an annual salary of **INR 3,50,000/- i.e., Rupees Three Lakh Fifty Thousand only (details are provided in Annexure)** and other perquisites will be payable pursuant to company payroll policy.
- b. In addition to the CTC above, you shall be eligible for a performance-based incentive of up to **INR 5,00,000/-** which will be paid as per the Company's internal policy.
- c. Your travel allowance and other expenditure resulting out of your job duties will be reimbursed according to regular company reimbursement policy.

**3. Benefits:**

At Practically, we follow best possible industry centric benefits for our employees. Your benefits including leave policy and group insurance policy will be informed to you at the time of your joining. You are not eligible to take any leave in the first month of your employment. In case you take one, it will be considered as a loss of pay. Any unapproved leave after the first month will go as leave without pay.

**4. Orientation:**

Your orientation will be on your joining day. You will need to bring along all the documents, as per the list shared by HR. This is mandatory to complete the joining formalities.

**5. Probationary Period and Confirmation as a Permanent Employee.**

You will be on a probation for a period of three (3) months from the date of joining of the company and may be confirmed as a permanent employee upon successful completion of your probation. Please note that as per company policy the employee would be confirmed on the 1<sup>st</sup> day of the month succeeding the month of completion of probation of three months from the date of joining

the company or after the period of probation whichever is later.

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action which could reasonably be expected to adversely affect the personal or professional reputation of the Company or any of its subsidiaries, affiliates, directors, officers, employees, agents or executives in any manner whatsoever. This clause shall survive the termination of this Offer Letter and shall hold good in perpetuity. In the event the Employee violates this clause, the Company shall have both the civil and criminal remedies available under applicable Law. The employee shall not defame, disparage, or demean COMPANY in any manner whatsoever.

Except as required by your Duties, you shall not, at any time now or in the future, directly or indirectly, use, publish, disseminate, or otherwise disclose any Confidential Information, Concepts, or Ideas to any third party without the prior written consent of the Company which consent may be denied in each instance and all of the same, together with publication rights, shall belong exclusively to the Company.

**9. Documents, etc.**

All documents, diskettes, tapes, procedural manuals, guides, specifications, plans, drawings, designs and similar materials, lists of present, past or prospective customers, customer proposals, invitations to submit proposals, price lists and data relating to the pricing of the Company' products and services, records, notebooks and all other materials containing Confidential Information or information about Concepts or Ideas (including all copies and reproductions thereof), that come into your possession or control, whether prepared by Authors or others: (a) are the property of the Company, (b) will not be used by you in any way other than in connection with the performance of your Duties, and (c) at the termination (for whatever reason), of your relationship with the Company, will be left with, or forthwith returned by you to the Company.

**10. Intellectual Property Rights.**

You agree that the Company is and shall remain the exclusive owner of the Confidential Information and Concepts and Ideas. Any interest in patents, patent applications, inventions, technological innovations, trade names, trademarks, service marks, copyrights, copyrightable works, developments, discoveries, designs, processes, formulas, know-how, data and analysis, whether registerable or not ("Developments"), which you, as a result of rendering Services to the Company under this employment agreement, may conceive or develop, shall: (i) forthwith be brought to the attention of the Company and (ii) belong exclusively to the Company. No license or conveyance of any such rights to you is granted or implied under this Agreement.

**11. Indemnification.**

You shall defend, indemnify and hold harmless the Company and its officers, directors, employees, agents, parent, subsidiaries and other affiliates, from and against any and all damages, costs, liability, and expense whatsoever (including attorneys' fees and related disbursements) incurred by reason of (a) any failure by you to perform any covenant or agreement set forth herein; (b) injury to or death of any person or any damage to or loss of property which is due to the negligence and/or willful acts of yours. The Company shall have the right to offset against any salary or fees due under this Employment agreement, the amount of any indemnity to which the Company is entitled under Indian Contract Act 1872.

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**12. Non-Solicitation:**

You agree that during your employment by the Company and for a period of twelve months following the termination of your employment, you shall not directly or indirectly, without prior consent of the Company, solicit, hire, employ or recruit any current employees, directors, consultants, contractors or subcontractors of the Company, either on behalf of yourself or any other person or entity, nor will you encourage or induce any of these entities to leave and/or cease doing business with the Company.

Furthermore, during your employment with the company you will perform for the Company such duties as it may designate from time to time and will devote your full time and best efforts to such duties and will not, without prior written approval, directly or indirectly participate in or assist any business which is a current or potential supplier, customer, or competitor of the Company.

**13. Confidential Information:**

As an employee of the Company, you will have access to certain Company confidential information. You may also, during the course of your employment, develop information or inventions, , business associations, trade secrets or confidential business information, which will be the property of the Company. To protect the interest of the Company you will need to sign the Company's standard "Employee Confidentiality Agreement" as a condition of your employment. Violations of this policy by existing employees will result in disciplinary action up to and including termination and depending upon the severity of the breach of confidentiality, may result in legal action against the active employee, even if no one benefitted from the disclosed information.

This prohibition not only applies to active employees during the term of their employment with the Company, but also all employees after their separation from the Company for 12 months.

**14. Jurisdiction**

Even though the Company may depute you Overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Hyderabad only.

**15. Retirement**

You shall automatically retire from the services of the Company at the age of 58 years and for the purpose of determining this, the age recorded with the Company shall be considered as final and conclusive.

**16. Antecedent verification**

This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize the Company or any external agency through us to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend co-operation (if asked for) during such verification without any protest or demur. If there is a discrepancy in any of the information submitted by you (which formed the basis for this offer) or in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer at any time during service.

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17 General

The above terms and conditions are based on Company Policies, procedures, benefits and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all service matters, including those not specifically covered here such as Travel, Leave, Retirement, Code of Conduct, etc. you will be governed by the rules of the Company as shall be in force from time to time.

Sincerely,

A handwritten signature in black ink that reads 'Maria Rubina'. The signature is written in a cursive style and is underlined with two parallel horizontal lines.

**Maria Rubina Felix**  
**Director – Human Resources**



## 6. Termination of Employment:

- 6.1 Termination by Company:** During your probation, the company may, in its absolute discretion, terminate your employment without any prior notice and without any liability to pay any damages/compensation. Upon completion of your probation period, once you are confirmed as a regular employee, the company may terminate your employment at any time, without assigning any reason whatsoever by giving a written notice of termination to you of 30 (thirty) days ("Notice Period") or payment in lieu of, which date will be the "Termination Date" in relation to this clause. Such termination by the Company shall be without any liability of the Company to pay compensation or damages.
- 6.2 Termination by Company due to Employee's misconduct ("Termination for Cause"):** Notwithstanding anything mentioned in the clause mentioned above, the company may terminate your employment, with immediate effect by a notice and without providing the Notice Period or without any liability to pay compensation or damages of any kind, for any Cause event. "Cause" shall include, but is not limited to:
- 6.2.1 Misconduct, fraudulent, dishonest, or undisciplined conduct of yours, or breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the company's property, or
  - 6.2.2 Insubordination or failure to comply with the directions given to you by persons so authorized, or
  - 6.2.3 Your insolvency or conviction for any offence involving moral turpitude, or breach by you of any of the terms of this letter or of the company's policies or other documents or directions of company, or
  - 6.2.4 you talk negatively about the company to other employees or make any negative comments about the company in the blogs, etc. or in any manner disparage or attempt to disparage the company.
  - 6.2.5 The company may terminate without notice period if employee is absent unauthorized or unapproved from the place of work for more than 3 (three) working days, or
  - 6.2.6 Your conduct in a manner which is prejudicial to the interests of the Company or to the interests of its clients. In relation to this Clause, "Termination Date" means the date of the notice.
  - 6.2.7 Withholding of any relevant facts or in the event of any information produced by you is found to be incorrect, or
  - 6.2.8 Under performance by the Employee after the probation period, or
  - 6.2.9 Your act or omission which are in violation of company's policies or applicable laws, rules, and orders enforceable in India and your breach of this offer letter; or
  - 6.2.10 Reference check shall be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your

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### 3rdFlix Visual Effects Private Limited

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services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

- 6.3 Termination by the employee (you):** You shall be entitled to terminate your employment by providing 30 (thirty) days prior written notice to the company or you shall pay an equivalent compensation in lieu of such a written notice and shall be liable pay the cost of the project losses incurred by the company. However, the company shall be entitled to relieve you at any time prior to the expiry of the said 30 (thirty) days in its sole discretion without any obligation on the company except payment of proportionate remuneration in lieu of the services provided by the Employee till his last reporting day. For the avoidance of any doubt, it is acknowledged and expressly agreed by you that if you are willing to resign from the position, then the company reserves the sole right to relieve you from your duties immediately without the employee serving the Notice Period and without any liability to pay to you, except for the services you rendered to the company till your working last day.
- 6.4** During the Notice Period, you shall not avail any leaves, work from home, PTO, permissions, and the event of your non-availability at the office during the working hours, the Notice Period shall be extended at the discretion of the Company.
- 6.5** The Parties hereby agree that if the termination is found to be wrongful by an appropriate Court in India, the maximum liability of Company shall not exceed your 1 (one) months' compensation in case the company does not re-instate you.
- 6.6** Your employment shall stand terminated immediately in case of non-compliance by you of any of the terms of this letter. You agree and acknowledge that the terms of this offer letter are of paramount importance and non-compliance of the same shall terminate your employment immediately with no costs to you. You shall be liable to pay damages proportional to the damage/injury caused to the running of business and reputation of the company due to such non-compliance.
- 6.7** Upon the termination of services or upon having resigned from the company, you shall abide by all terms of this offer letter, including without limitation clause 6.8 of this letter and all the policies of the company to complete the exit process and obtain a no dues certificate from all the related documents and submit the same to the human resources department of the company for the full and final settlement. For the abundance of clarity, unless you submit no dues certificate from all departments, your reporting manager, the company shall reserve the right to withhold his full and final settlement. The company shall complete your full and final settlement within a period of 45 days from the date of completion of all the exit formalities by you.
- 6.8 Return of Company's assets:**
- 6.8.1** Any and all of the company's property, including without limitation, laptop, mobile phone, sim card, id card, documents, etc., Confidential Information, Intellectual Property, technical, financial, marketing, manufacturing, distribution or othertechnical or business information or trade secrets including but not limited to concepts, techniques, processes, methods, systems, designs, cost data, computer programs, formulae, development or experimental work, work in progress, software for business, professional use application programs, operating systems, website, e- commerce solutions, books, hardware and information for the micro-computer and

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internet market place used or generated or gathered is the property of the company and the same which has been acquired by or in the possession of the employee under this offer letter, shall be returned to the company immediately upon termination of this offer letter.

- 6.8.2 The aforementioned company's property shall be returned by you to the concerned reporting authority, at your cost, before you are relieved from your employment with the company. In the event you fail to return the company properties in accordance to clause above, the company shall have the absolute right to charge fees / impose penalties in lieu of the company properties which remains in your possession post your termination.
- 6.8.3 You shall cooperate in the transition of all work to such person designated by the Company with no additional payments.
- 6.8.4 It is further agreed and understood by you that if all of the company's property, Confidential Information and Intellectual Property is not returned upon termination of employment or as and when called by the company, the company shall be entitled to initiate legal proceedings for recovery in cases of unreasonable and unexplained delay. You recognize and agree that as a consequence of such legal action authorized by a competent court of law, the company shall be entitled to recover from you and you shall be bound and liable to make good to the company any loss suffered by the company on account of misuse of the company's property, Confidential Information and Intellectual Property by you and/or any damage occasioned to the Company's property, Confidential Information and Intellectual Property whilst in your custody of or entrusted to you.
- 6.8.5 You shall execute all further documents which the company may reasonably request you in order to give effect to your resignation from the company.

#### **7. Background Checks:**

The Company may, 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 "Offer Annexure". If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

#### **8. Non-Disclosure to Third Parties and Non- Disparagement:**

The Employee shall not, and shall not induce others to, disparage the Company or any of its subsidiaries, affiliates, directors, officers, employees, agents, or executives or otherwise take any

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#### **3rdFlix Visual Effects Private Limited**

H. No: 8-2-293/82/A/233,234,235, Sy. No. 403/1 (old) 120 (New), 4th Floor 2 & 3, Empire Square, Road No. 36, Jubilee Hills, Hyderabad, Telangana 500034; Website: [www.practically.com](http://www.practically.com) , CIN: U80301TG2018PTC122638



**ANNEXURE : SALARY OFFER**

Name : Dinesh Babu Thilagarajan  
Location : Hyderabad  
Designation : Academic Counselor  
CTC : INR 3,50,000/-P.A.

**Details of Total cost to company (CTC) Per Annum as follows.**

Annual CTC	350,000	
Monthly CTC	29,167	
Salary Components	Monthly (Rs)	Annual (Rs)
<b>Earnings</b>		
Basic	11,667	140,000
House Rent Allowance	5,833	70,000
Telephone Allowance	1,250	15,000
Car & Fuel Maint.	-	-
Leave Travel Allowance	1,167	14,000
Special Allowance	5,650	67,800
<b>Total Earnings (A)</b>	<b>25,567</b>	<b>306,800</b>
<b>Retirement Benefits</b>		
Employer Contribution to PF (Er)	1,800	21,600
Employee Contribution to PF (Ee)	1,800	21,600
Employer Contribution to ESIC	-	-
<b>Total Retirement Benefits (B)</b>	<b>3,600</b>	<b>43,200</b>
<b>Gross Amount (A+B)</b>	<b>29,167</b>	<b>350,000</b>
<b>** Performance Based Variable Pay ©</b>	<b>41,667</b>	<b>500,000</b>
<b>Total Cost to Company (A+B)</b>	<b>70,833</b>	<b>850,000</b>

**Note 1.** Employer contribution to provident fund will be made to the provident fund in accordance with to the Employer's Provident Fund Scheme, 1952.

**Note 2.** You will be entitled to Gratuity on completion of five years of continuous service in the company which shall be payable as per prevailing applicable laws in this regard.

**3rdFlix Visual Effects Private Limited**

H. No: 8-2-293/82/A/233,234,235, Sy. No. 403/1 (old) 120 (New), 4th Floor 2 & 3, Empire Square, Road No. 36, Jubilee Hills, Hyderabad, Telangana 500034; Website: [www.practically.com](http://www.practically.com), CIN: U80301TG2018PTC122638



**ACCEPTANCE OF LETTER OF APPOINTMENT.**

Name : Dinesh Babu Thilagarajan  
Designation : Academic Counselor  
Annual Salary : INR 3,50,000/-(Rupees Three Lakh Fifty Thousand Only)\*

\* This is subject to statutory deductions for Provident Fund, Professional Tax, Income Tax and other statutory deductions that may be applicable from time to time. As will be provided to you separately upon joining us.

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**CANDIDATE ACCEPTANCE:**

I accept your offer of employment with Practically as a Position Title and agree to the conditions here on and in the offer letter.

**Dinesh Babu Thilagarajan**

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Signature

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Date

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**3rdFlix Visual Effects Private Limited**

H. No: 8-2-293/82/A/233,234,235, Sy. No. 403/1 (old) 120 (New), 4th Floor 2 & 3, Empire Square, Road No. 36, Jubilee Hills, Hyderabad, Telangana 500034; Website: [www.practically.com](http://www.practically.com) , CIN: U80301TG2018PTC122638



Date: 26th Nov 2021

**Subject: Internship Offer Letter**

Dear S.Hema,

We are pleased to offer you “**Internship**” in our company VHR Solutions Pvt Ltd. You are expected to join on **6<sup>th</sup> Dec 2021**. Your initial posting would be at **Bangalore** location.

- 1. Based upon your performance in the Interview you have been selected for the preliminary Trainee position with us. On successful completion of the preliminary Training, You will be designated as Executive Talent Acquisition-Trainee and will subsequently begin within 6 months on-Job Training. During which time you may be required to relocate to any other city based on business needs. Your initial posting during the training period will be in Bangalore.
- 2. You will be entitled to a stipend of **INR 15,000** ( Fifteen thousand only) per month during this training period.
- 3. On the successful completion of the training period, a final review will be taken by the mentors and according to their rating, your position with the organization is confirmed. On confirmation, you will be issued the Permanent offer letter.
- 4. The Training will be reviewed by the mentor on weekly basis according to the intern policy so that the business continuity is maintained.

2. VHR SOLUTIONS will not provide or reimburse any accommodation during this period. But for the travel Expense for the official visits, you are entitled to full reimbursement at actual and on prior approval.

- 1. As is the policy, as an intern with VHR SOLUTIONS you are expected to use Public Transport for any official purpose. Such travel costs only will be reimbursed.
- 2. Expenses incurred on behalf of VHR SOLUTIONS will be reimbursed provided the same is covered by general or specific prior approval.
- 3. Though the intern policy of the organization doesn't entitle interns to take paid leaves they will be entitled to a total of **1 day earned leave**, per month.

VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043

3. Your relationship with VHR SOLUTIONS may be terminated without prior notice if, in the opinion of VHR SOLUTIONS, you, at any time:

- ❑ commit any serious or persistent breach of any of the provisions of this letter;
- ❑ do or cause to be done any act, deed, matter or thing adverse to VHR SOLUTIONS' interests;
- ❑ Are guilty of any misconduct or neglect in the discharge of your duties or exercise of your duties or you

Fail to or neglect in observing and complying fully with all resolutions, regulations, instructions, and directions from time to time made or given to you by VHR SOLUTIONS;

Become of unsound mind;

Are convicted of or any criminal offense or any criminal case is registered against you;

Become incapacitated or prevented by illness, accident, or any other circumstance from discharging in full your duties.

Post any information, related to VHR SOLUTIONS or its personnel or any related organization or any of their associates, on any social networking forum, without prior approval from a VHR SOLUTIONS authorized official.

#### 4. CONFIDENTIALITY

4.1 The Intern recognizes that, by this Agreement, the Intern will be given and will have access to the Confidential Information of the company. The Intern undertakes not to divulge or communicate to any person (unless required by law, the court of law, statutory authority, or by any governmental authorities following Clause) or use or exploit for any purpose other than as contemplated under this Agreement, any of the Confidential Information which the Intern may receive or obtain as a result of entering into this Agreement. This obligation of the Intern shall survive the termination/expiry of the Agreement.

4.2 The Intern acknowledges that his failure to comply with the provisions of Clause 6.1 may cause irreparable harm to the organization which cannot be adequately compensated for in damages, and accordingly acknowledges that the organization will be entitled to claim, in addition to any other remedies available to it, interlocutory and permanent injunctive relief to restrain any anticipated, threatened, present or continuing breach of his confidentiality obligations.

4.3 If the Intern becomes legally compelled to disclose any Confidential Information by any law, court order, or any government or quasi-government authority, the Intern shall provide the organization with prompt written notice, to that effect, and cooperate and assist the organization in seeking a protective order or prevent or limit the disclosure by appropriate legal means. If such protective order or other remedy is not obtained before the date by which the Intern has to disclose the Confidential Information under the legal process, the Intern shall furnish only that portion of the Confidential Information, which he is legally required to disclose.

VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043

4.4 Upon the termination or expiry of this Agreement or within five (5) days after the written request of the organization, the Intern shall, subject to the terms of this Agreement:

- (a) Deliver to the organization any Confidential Information in the Intern's possession or control that is reasonably capable of being delivered; and
- (b) Irretrievably delete, erase or otherwise destroy all Confidential Information in the Intern's possession or control that is not capable of delivering to the organization and confirm in writing by the Intern that he has done so.

## 5. INTELLECTUAL PROPERTY

5.1 All Intellectual Property provided by the organization to the Intern under this Agreement and all Intellectual Property contained in the Services and or deliverables developed or prepared for the organization by the Intern, whether or not patentable or otherwise protectable, that have been requested, accepted, created for, or paid for by the organization shall, subject to any third-party materials contained therein, be considered the sole property of the organization and may be registered, trademarked, and/or copyrighted in the organization's name only.

5.2 The creation or development of materials, know-how, improvements, or other original works of authorship or any other Intellectual Property developed by the Intern according to this Agreement shall be deemed to be 'work for hire, and shall solely belong to and owned by the organization.

5.3 Nothing under this Agreement shall deem to provide the Intern with any rights of a license, assignment, or ownership over such Intellectual Property.

5.4 The Intern shall not be entitled to claim any or part of the royalties earned by the organization, by way of use or distribution of such Intellectual Property.

### 5.5 Intellectual Property Rights Indemnity

(a) The Intern shall, at his expense, pay, defend, indemnify and hold harmless the organization, from and against any claims arising from, in connection with or based on any allegations of infringement or misappropriation of any Intellectual Property rights caused by the Intern's provision of the Services.

(b) If a Service has become (or in the 's reasonable judgment is likely to become) the subject of a third party infringement Claim, the Intern shall, in addition to the indemnity obligation as specified under Clause 7.5 (a) above, at Intern's cost, replace or modify the Service so that it no longer is subject to the third-party Infringement Claim.



#### 6. NON – SOLICITATION

The Intern hereby represents and warrants that during the Term of this Agreement and for three (3) years thereafter, he will not directly or indirectly solicit, canvass or entice the employees of the (existing or prospective) or its Partners to join or enter into transactions, as the case may be, with his directly or indirectly or with other entities which are in direct or indirect competition with the organization.

#### 7. NON - COMPETE

The Intern shall not, without the prior written consent of the organization, at any time during the Term of this Agreement, directly or indirectly, commence or engage in any non-commercial, business or commercial enterprise, either solely or with any other third party, which competes with the business of the organization or its immediate Partners

Name:

Signature

Date:

RP Singh  
Director & CEO

A handwritten signature in black ink, appearing to be 'RP Singh', written over a horizontal line.

VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043



Date: 26th Nov 2021

**Subject: Internship Offer Letter**

Dear **Ramesh. T,**

We are pleased to offer you "**Internship**" in our company VHR Solutions Pvt Ltd. You are expected to join on **6<sup>th</sup> Dec 2021**. Your initial posting would be at **Bangalore** location.

- ▮ Based upon your performance in the Interview you have been selected for the preliminary Trainee position with us. On successful completion of the preliminary Training, You will be designated as Executive Talent Acquisition-Trainee and will subsequently begin within 6 months on-Job Training. During which time you may be required to relocate to any other city based on business needs. Your initial posting during the training period will be in Bangalore.
- ▮ You will be entitled to a stipend of **INR 15,000** ( Fifteen thousand only) per month during this training period.
- ▮ On the successful completion of the training period, a final review will be taken by the mentors and according to their rating, your position with the organization is confirmed. On confirmation, you will be issued the Permanent offer letter.
- ▮ The Training will be reviewed by the mentor on weekly basis according to the intern policy so that the business continuity is maintained.

2. VHR SOLUTIONS will not provide or reimburse any accommodation during this period. But for the travel Expense for the official visits, you are entitled to full reimbursement at actual and on prior approval.

- ▮ As is the policy, as an intern with VHR SOLUTIONS you are expected to use Public Transport for any official purpose. Such travel costs only will be reimbursed.
- ▮ Expenses incurred on behalf of VHR SOLUTIONS will be reimbursed provided the same is covered by general or specific prior approval.
- ▮ Though the intern policy of the organization doesn't entitle interns to take paid leaves they will be entitled to a total of **1 day earned leave**, per month.





3. Your relationship with VHR SOLUTIONS may be terminated without prior notice if, in the opinion of VHR SOLUTIONS, you, at any time:

- ☐ commit any serious or persistent breach of any of the provisions of this letter;
- ☐ do or cause to be done any act, deed, matter or thing adverse to VHR SOLUTIONS' interests;
- ☐ Are guilty of any misconduct or neglect in the discharge of your duties or exercise of your duties or you

Fail to or neglect in observing and complying fully with all resolutions, regulations, instructions, and directions from time to time made or given to you by VHR SOLUTIONS;

Become of unsound mind;

Are convicted of or any criminal offense or any criminal case is registered against you;

Become incapacitated or prevented by illness, accident, or any other circumstance from discharging in full your duties.

Post any information, related to VHR SOLUTIONS or its personnel or any related organization or any of their associates, on any social networking forum, without prior approval from a VHR SOLUTIONS authorized official.

#### 4. CONFIDENTIALITY

4.1 The Intern recognizes that, by this Agreement, the Intern will be given and will have access to the Confidential Information of the company. The Intern undertakes not to divulge or communicate to any person (unless required by law, the court of law, statutory authority, or by any governmental authorities following Clause) or use or exploit for any purpose other than as contemplated under this Agreement, any of the Confidential Information which the Intern may receive or obtain as a result of entering into this Agreement. This obligation of the Intern shall survive the termination/expiry of the Agreement.

4.2 The Intern acknowledges that his failure to comply with the provisions of Clause 6.1 may cause irreparable harm to the organization which cannot be adequately compensated for in damages, and accordingly acknowledges that the organization will be entitled to claim, in addition to any other remedies available to it, interlocutory and permanent injunctive relief to restrain any anticipated, threatened, present or continuing breach of his confidentiality obligations.

4.3 If the Intern becomes legally compelled to disclose any Confidential Information by any law, court order, or any government or quasi-government authority, the Intern shall provide the organization with prompt written notice, to that effect, and cooperate and assist the organization in seeking a protective order or prevent or limit the disclosure by appropriate legal means. If such protective order or other remedy is not obtained before the date by which the Intern has to disclose the Confidential Information under the legal process, the Intern shall furnish only that portion of the Confidential Information, which he is legally required to disclose.

VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043



4.4 Upon the termination or expiry of this Agreement or within five (5) days after the written request of the organization, the Intern shall, subject to the terms of this Agreement:

- (a) Deliver to the organization any Confidential Information in the Intern's possession or control that is reasonably capable of being delivered; and
- (b) Irretrievably delete, erase or otherwise destroy all Confidential Information in the Intern's possession or control that is not capable of delivering to the organization and confirm in writing by the Intern that he has done so.

## 5. INTELLECTUAL PROPERTY

5.1 All Intellectual Property provided by the organization to the Intern under this Agreement and all Intellectual Property contained in the Services and or deliverables developed or prepared for the organization by the Intern, whether or not patentable or otherwise protectable, that have been requested, accepted, created for, or paid for by the organization shall, subject to any third-party materials contained therein, be considered the sole property of the organization and may be registered, trademarked, and/or copyrighted in the organization's name only.

5.2 The creation or development of materials, know-how, improvements, or other original works of authorship or any other Intellectual Property developed by the Intern according to this Agreement shall be deemed to be 'work for hire, and shall solely belong to and owned by the organization.

5.3 Nothing under this Agreement shall deem to provide the Intern with any rights of a license, assignment, or ownership over such Intellectual Property.

5.4 The Intern shall not be entitled to claim any or part of the royalties earned by the organization, by way of use or distribution of such Intellectual Property.

### 5.5 Intellectual Property Rights Indemnity

(a) The Intern shall, at his expense, pay, defend, indemnify and hold harmless the organization, from and against any claims arising from, in connection with or based on any allegations of infringement or misappropriation of any Intellectual Property rights caused by the Intern's provision of the Services.

(b) If a Service has become (or in the 's reasonable judgment is likely to become) the subject of a third party infringement Claim, the Intern shall, in addition to the indemnity obligation as specified under Clause 7.5 (a) above, at Intern's cost, replace or modify the Service so that it no longer is subject to the third-party Infringement Claim.

VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043



## 6. NON – SOLICITATION

The Intern hereby represents and warrants that during the Term of this Agreement and for three (3) years thereafter, he will not directly or indirectly solicit, canvass or entice the employees of the (existing or prospective) or its Partners to join or enter into transactions, as the case may be, with his directly or indirectly or with other entities which are in direct or indirect competition with the organization.

## 7. NON - COMPETE

The Intern shall not, without the prior written consent of the organization, at any time during the Term of this Agreement, directly or indirectly, commence or engage in any non-commercial, business or commercial enterprise, either solely or with any other third party, which competes with the business of the organization or its immediate Partners

Name:

Signature

Date:

RP Singh  
Director & CEO

A handwritten signature in black ink, appearing to be 'RP Singh', written over a horizontal line.

VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043



Date: 26th Nov 2021

**Subject: Internship Offer Letter**

Dear **Sri Roshiya,**

We are pleased to offer you “**Internship**” in our company VHR Solutions Pvt Ltd. You are expected to join on **6<sup>th</sup> Dec 2021**. Your initial posting would be at **Bangalore** location.

- ▣ Based upon your performance in the Interview you have been selected for the preliminary Trainee position with us. On successful completion of the preliminary Training, You will be designated as Executive Talent Acquisition-Trainee and will subsequently begin within 6 months on-Job Training. During which time you may be required to relocate to any other city based on business needs. Your initial posting during the training period will be in Bangalore.
- ▣ You will be entitled to a stipend of **INR 15,000** ( Fifteen thousand only) per month during this training period.
- ▣ On the successful completion of the training period, a final review will be taken by the mentors and according to their rating, your position with the organization is confirmed. On confirmation, you will be issued the Permanent offer letter.
- ▣ The Training will be reviewed by the mentor on weekly basis according to the intern policy so that the business continuity is maintained.

2. VHR SOLUTIONS will not provide or reimburse any accommodation during this period. But for the travel Expense for the official visits, you are entitled to full reimbursement at actual and on prior approval.

- ▣ As is the policy, as an intern with VHR SOLUTIONS you are expected to use Public Transport for any official purpose. Such travel costs only will be reimbursed.
- ▣ Expenses incurred on behalf of VHR SOLUTIONS will be reimbursed provided the same is covered by general or specific prior approval.
- ▣ Though the intern policy of the organization doesn't entitle interns to take paid leaves they will be entitled to a total of **1 day earned leave**, per month.

VHR Solutions Private Limited

#118, 1<sup>st</sup> Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru -560043



3. Your relationship with VHR SOLUTIONS may be terminated without prior notice if, in the opinion of VHR SOLUTIONS, you, at any time:

- commit any serious or persistent breach of any of the provisions of this letter;
- do or cause to be done any act, deed, matter or thing adverse to VHR SOLUTIONS' interests;
- Are guilty of any misconduct or neglect in the discharge of your duties or exercise of your duties or you

Fail to or neglect in observing and complying fully with all resolutions, regulations, instructions, and directions from time to time made or given to you by VHR SOLUTIONS;

Become of unsound mind;

Are convicted of or any criminal offense or any criminal case is registered against you;

Become incapacitated or prevented by illness, accident, or any other circumstance from discharging in full your duties.

Post any information, related to VHR SOLUTIONS or its personnel or any related organization or any of their associates, on any social networking forum, without prior approval from a VHR SOLUTIONS authorized official.

#### 4. CONFIDENTIALITY

4.1 The Intern recognizes that, by this Agreement, the Intern will be given and will have access to the Confidential Information of the company. The Intern undertakes not to divulge or communicate to any person (unless required by law, the court of law, statutory authority, or by any governmental authorities following Clause) or use or exploit for any purpose other than as contemplated under this Agreement, any of the Confidential Information which the Intern may receive or obtain as a result of entering into this Agreement. This obligation of the Intern shall survive the termination/expiry of the Agreement.

4.2 The Intern acknowledges that his failure to comply with the provisions of Clause 6.1 may cause irreparable harm to the organization which cannot be adequately compensated for in damages, and accordingly acknowledges that the organization will be entitled to claim, in addition to any other remedies available to it, interlocutory and permanent injunctive relief to restrain any anticipated, threatened, present or continuing breach of his confidentiality obligations.

4.3 If the Intern becomes legally compelled to disclose any Confidential Information by any law, court order, or any government or quasi-government authority, the Intern shall provide the organization with prompt written notice, to that effect, and cooperate and assist the organization in seeking a protective order or prevent or limit the disclosure by appropriate legal means. If such protective order or other remedy is not obtained before the date by which the Intern has to disclose the Confidential Information under the legal process, the Intern shall furnish only that portion of the Confidential Information, which he is legally required to disclose.

VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043

4.4 Upon the termination or expiry of this Agreement or within five (5) days after the written request of the organization, the Intern shall, subject to the terms of this Agreement:

- (a) Deliver to the organization any Confidential Information in the Intern's possession or control that is reasonably capable of being delivered; and
- (b) Irretrievably delete, erase or otherwise destroy all Confidential Information in the Intern's possession or control that is not capable of delivering to the organization and confirm in writing by the Intern that he has done so.

## 5. INTELLECTUAL PROPERTY

5.1 All Intellectual Property provided by the organization to the Intern under this Agreement and all Intellectual Property contained in the Services and or deliverables developed or prepared for the organization by the Intern, whether or not patentable or otherwise protectable, that have been requested, accepted, created for, or paid for by the organization shall, subject to any third-party materials contained therein, be considered the sole property of the organization and may be registered, trademarked, and/or copyrighted in the organization's name only.

5.2 The creation or development of materials, know-how, improvements, or other original works of authorship or any other Intellectual Property developed by the Intern according to this Agreement shall be deemed to be 'work for hire, and shall solely belong to and owned by the organization.

5.3 Nothing under this Agreement shall deem to provide the Intern with any rights of a license, assignment, or ownership over such Intellectual Property.

5.4 The Intern shall not be entitled to claim any or part of the royalties earned by the organization, by way of use or distribution of such Intellectual Property.

### 5.5 Intellectual Property Rights Indemnity

(a) The Intern shall, at his expense, pay, defend, indemnify and hold harmless the organization, from and against any claims arising from, in connection with or based on any allegations of infringement or misappropriation of any Intellectual Property rights caused by the Intern's provision of the Services.

(b) If a Service has become (or in the 's reasonable judgment is likely to become) the subject of a third party infringement Claim, the Intern shall, in addition to the indemnity obligation as specified under Clause 7.5 (a) above, at Intern's cost, replace or modify the Service so that it no longer is subject to the third-party Infringement Claim.



#### 6. NON – SOLICITATION

The Intern hereby represents and warrants that during the Term of this Agreement and for three (3) years thereafter, he will not directly or indirectly solicit, canvass or entice the employees of the (existing or prospective) or its Partners to join or enter into transactions, as the case may be, with his directly or indirectly or with other entities which are in direct or indirect competition with the organization.

#### 7. NON - COMPETE

The Intern shall not, without the prior written consent of the organization, at any time during the Term of this Agreement, directly or indirectly, commence or engage in any non-commercial, business or commercial enterprise, either solely or with any other third party, which competes with the business of the organization or its immediate Partners

Name:

Signature

Date:

RP Singh  
Director & CEO

A handwritten signature in black ink, appearing to be 'RP Singh', written over a horizontal line.

VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043



Date: 26th Nov 2021

**Subject: Internship Offer Letter**

Dear **THIRUMURUGAN T,**

We are pleased to offer you “**Internship**” in our company VHR Solutions Pvt Ltd. You are expected to join on **6<sup>th</sup> Dec 2021**. Your initial posting would be at **Bangalore** location.

- 1. Based upon your performance in the Interview you have been selected for the preliminary Trainee position with us. On successful completion of the preliminary Training, You will be designated as Executive Talent Acquisition-Trainee and will subsequently begin within 6 months on-Job Training. During which time you may be required to relocate to any other city based on business needs. Your initial posting during the training period will be in Bangalore.
- 2. You will be entitled to a stipend of **INR 15,000** ( Fifteen thousand only) per month during this training period.
- 3. On the successful completion of the training period, a final review will be taken by the mentors and according to their rating, your position with the organization is confirmed. On confirmation, you will be issued the Permanent offer letter.
- 4. The Training will be reviewed by the mentor on weekly basis according to the intern policy so that the business continuity is maintained.

2. VHR SOLUTIONS will not provide or reimburse any accommodation during this period. But for the travel Expense for the official visits, you are entitled to full reimbursement at actual and on prior approval.

- 1. As is the policy, as an intern with VHR SOLUTIONS you are expected to use Public Transport for any official purpose. Such travel costs only will be reimbursed.
- 2. Expenses incurred on behalf of VHR SOLUTIONS will be reimbursed provided the same is covered by general or specific prior approval.
- 3. Though the intern policy of the organization doesn't entitle interns to take paid leaves they will be entitled to a total of **1 day earned leave**, per month.

VHR Solutions Private Limited

#118,1stFloor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043





3. Your relationship with VHR SOLUTIONS may be terminated without prior notice if, in the opinion of VHR SOLUTIONS, you, at any time:

- ▣ commit any serious or persistent breach of any of the provisions of this letter;
- ▣ do or cause to be done any act, deed, matter or thing adverse to VHR SOLUTIONS' interests;
- ▣ Are guilty of any misconduct or neglect in the discharge of your duties or exercise of your duties or you

Fail to or neglect in observing and complying fully with all resolutions, regulations, instructions, and directions from time to time made or given to you by VHR SOLUTIONS;

Become of unsound mind;

Are convicted of or any criminal offense or any criminal case is registered against you;

Become incapacitated or prevented by illness, accident, or any other circumstance from discharging in full your duties.

Post any information, related to VHR SOLUTIONS or its personnel or any related organization or any of their associates, on any social networking forum, without prior approval from a VHR SOLUTIONS authorized official.

#### 4. CONFIDENTIALITY

4.1 The Intern recognizes that, by this Agreement, the Intern will be given and will have access to the Confidential Information of the company. The Intern undertakes not to divulge or communicate to any person (unless required by law, the court of law, statutory authority, or by any governmental authorities following Clause) or use or exploit for any purpose other than as contemplated under this Agreement, any of the Confidential Information which the Intern may receive or obtain as a result of entering into this Agreement. This obligation of the Intern shall survive the termination/expiry of the Agreement.

4.2 The Intern acknowledges that his failure to comply with the provisions of Clause 6.1 may cause irreparable harm to the organization which cannot be adequately compensated for in damages, and accordingly acknowledges that the organization will be entitled to claim, in addition to any other remedies available to it, interlocutory and permanent injunctive relief to restrain any anticipated, threatened, present or continuing breach of his confidentiality obligations.

4.3 If the Intern becomes legally compelled to disclose any Confidential Information by any law, court order, or any government or quasi-government authority, the Intern shall provide the organization with prompt written notice, to that effect, and cooperate and assist the organization in seeking a protective order or prevent or limit the disclosure by appropriate legal means. If such protective order or other remedy is not obtained before the date by which the Intern has to disclose the Confidential Information under the legal process, the Intern shall furnish only that portion of the Confidential Information, which he is legally required to disclose.

VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043



4.4 Upon the termination or expiry of this Agreement or within five (5) days after the written request of the organization, the Intern shall, subject to the terms of this Agreement:

- (a) Deliver to the organization any Confidential Information in the Intern's possession or control that is reasonably capable of being delivered; and
- (b) Irretrievably delete, erase or otherwise destroy all Confidential Information in the Intern's possession or control that is not capable of delivering to the organization and confirm in writing by the Intern that he has done so.

## 5. INTELLECTUAL PROPERTY

5.1 All Intellectual Property provided by the organization to the Intern under this Agreement and all Intellectual Property contained in the Services and or deliverables developed or prepared for the organization by the Intern, whether or not patentable or otherwise protectable, that have been requested, accepted, created for, or paid for by the organization shall, subject to any third-party materials contained therein, be considered the sole property of the organization and may be registered, trademarked, and/or copyrighted in the organization's name only.

5.2 The creation or development of materials, know-how, improvements, or other original works of authorship or any other Intellectual Property developed by the Intern according to this Agreement shall be deemed to be 'work for hire, and shall solely belong to and owned by the organization.

5.3 Nothing under this Agreement shall deem to provide the Intern with any rights of a license, assignment, or ownership over such Intellectual Property.

5.4 The Intern shall not be entitled to claim any or part of the royalties earned by the organization, by way of use or distribution of such Intellectual Property.

### 5.5 Intellectual Property Rights Indemnity

(a) The Intern shall, at his expense, pay, defend, indemnify and hold harmless the organization, from and against any claims arising from, in connection with or based on any allegations of infringement or misappropriation of any Intellectual Property rights caused by the Intern's provision of the Services.

(b) If a Service has become (or in the 's reasonable judgment is likely to become) the subject of a third party infringement Claim, the Intern shall, in addition to the indemnity obligation as specified under Clause 7.5 (a) above, at Intern's cost, replace or modify the Service so that it no longer is subject to the third-party Infringement Claim.



#### 6. NON – SOLICITATION

The Intern hereby represents and warrants that during the Term of this Agreement and for three (3) years thereafter, he will not directly or indirectly solicit, canvass or entice the employees of the (existing or prospective) or its Partners to join or enter into transactions, as the case may be, with his directly or indirectly or with other entities which are in direct or indirect competition with the organization.

#### 7. NON - COMPETE

The Intern shall not, without the prior written consent of the organization, at any time during the Term of this Agreement, directly or indirectly, commence or engage in any non-commercial, business or commercial enterprise, either solely or with any other third party, which competes with the business of the organization or its immediate Partners

Name:

RP Singh  
Director & CEO

Signature

A handwritten signature in black ink, appearing to be 'RP Singh', written over a horizontal line.

Date:

VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru - 560043



EGS Pillay Group of Institutions Nagapattinam &lt;ceo@egspec.org&gt;

**Fwd: Wipro Offer Letter**

1 message

**Tharshini Priya** <dharshinisri527@gmail.com>  
To: ceo@egspec.org

Sun, Aug 28, 2022 at 1:05 PM

----- Forwarded message -----

From: **Wipro offer letter** <wipro+email+35vuu-6251a9ab17@talent.icims.com>  
Date: Sat, 22 Jan, 2022, 1:08 am  
Subject: Wipro Offer Letter  
To: <dharshinisri527@gmail.com>

**January 22, 2022**Dear **Tharshini Priya Karthikeyan**,Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.**Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.**We request you to accept the iCIMS Offer Letter within **15 days** from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.**Steps to follow to accept and save the Offer Letter**To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.****Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.**Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.  
**Click to Complete**

Your Login Information:

Login Name: **dharshinisri527@gmail.com***(If you do not know your password, you can reset it by clicking here.)*If you have any questions about the details of your offer or about employment at Wipro, please reach out to [manager.campus@wipro.com](mailto:manager.campus@wipro.com)Thanks and Regards,  
Campus Offer Generation Team  
[Global Campus Hiring Team] Wipro Limited]This message was sent to [dharshinisri527@gmail.com](mailto:dharshinisri527@gmail.com). If you don't want to receive these emails from this company in the future, please go to:  
<https://wipro.icims.com/icims2/?r=137823158610&contactId=17431563>

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## **APPOINTMENT LETTER**

April 3, 2022

Dear Saranya Tamilmaran,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

### **2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

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relevant criteria.

### 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](https://mywipro.wipro.com)

### 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

### 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

## 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
  - i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
  - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

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and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

**Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### **10. Training Agreement:**

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### **11. Notice Period & Termination:**

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company 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 Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

#### **12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

#### **ANNEXURE I**



### **DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

### **Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders**

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
  - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c. Unauthorized disclosure or communication of UPSI.
  - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

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the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

## ANNEXURE II

### PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Saranya Tamilmaran, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

## ANNEXURE III

### SALARY OFFER SHEET

**Name: Saranya Tamilmaran**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>

**Total Cost to Company per annum****3,50,004**

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

#### ANNEXURE – IV

##### Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

### ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

### ANNEXURE – VI

#### Variable Pay - A BRIEF OVERVIEW

##### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

#### SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

##### Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

##### House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

##### Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

##### 1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

## 2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

## 3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

## 4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

## 5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

## Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

## Travel, Accommodation, Food & Other Miscellaneous Expenses

### Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

### Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

### SUMMARY SOCIAL SECURITY & OTHER BENEFITS\*

#### Medical

1. **Medical Assistance Program (MAS)\*\*:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. **Annual Health check:** Company paid Annual health check-up program is available for employees above 40 years of age.

#### Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

#### Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

#### Loans:

**Interest Free Loan:** An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

**Contingency Loan:** An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

## 1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

## 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept  Decline

Signature Saranya Tamilmaran 3/4/2022 8:38 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

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[https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Elite\\_Offer\\_Letter\\_template\\_2022&user=24209...](https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Elite_Offer_Letter_template_2022&user=24209...)

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## Amendment to Appointment Letter

### WELCOME TO WIPRO

June 10, 2022

Dear Kiruthiga Rajendran,

This Amendment is pursuant to your Appointment Letter from Wipro Limited ("Wipro"). The purpose of this letter is to amend two sections ("Appointment Details") and ("Notice Period & Termination") of your current Appointment Letter by removing the probation period.

**"Appointment Details"** will be replaced with the following:

#### **"Appointment Details:**

- a. *The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.*
- b. *The retirement age is 58 years.*
- c. *You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.*
- d. *We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.*
- e. *This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.*
- f. *The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining."*

**"Notice Period & Termination"** will be replaced with the following:

#### **"Notice Period & Termination:**

*Your employment with the Company shall be terminable, without reasons, by either party giving three months' notice. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company 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 Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.*

*On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items."*

1. **No Further Modification.** Except as expressly modified herein, all other terms and conditions of the Appointment Letter shall remain in full force and effect. This Amendment is fully integrated into the Appointment

Letter.

- 2. **No Waiver.** Nothing in this Amendment shall be construed as a waiver of any breach, covenant, right or remedy of the Parties.
- 3. **Counterparts.** This Amendment may be executed in any number of counterparts in original or facsimile, each of which shall be deemed an original, but all of which taken together shall constitute one single agreement between the Parties.
- 4. **Precedence.** This Amendment shall constitute a part of and shall be read together with the Appointment Letter and shall run concurrently and be co-terminus and co-extensive with Appointment Letter. However, this Amendment shall prevail in the event of any inconsistency between any terms and conditions to this Amendment and the Appointment Letter.

Yours sincerely,  
For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the employment on the terms and conditions herein.

Accept

**Signature** Kiruthiga Rajendran 10/6/2022 7:28 PM  
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011  
Doddakannelli F :+91 (80) 2844 0054  
Sarjapur Road E :info@wipro.com  
Bengaluru 560 035 W :wipro.com  
India C :L32102KA1945PLC020800

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## **APPOINTMENT LETTER**

January 22, 2022

Dear Sindhuja Kalaivanan,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

### **2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

### **3. Other Benefits:**

You will also be eligible for:

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- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](https://mywipro.wipro.com)

#### 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
  - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
  - v. You have any pending backlogs/ arrears on the date of appointment.

**Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

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**10. Training Agreement:**

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

**11. Notice Period & Termination:**

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company 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 Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

**12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

**ANNEXURE I****DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

### **Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders**

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
  - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c. Unauthorized disclosure or communication of UPSI.
  - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

### **ANNEXURE II**

#### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

IT

I Sindhuja Kalaivanan, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

### ANNEXURE III

#### SALARY OFFER SHEET

**Name: Sindhuja Kalaivanan**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

### ANNEXURE - IV



**Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

**ANNEXURE – V**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**ANNEXURE – VI****Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

### **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

#### **Basic, Additional Allowance and Bonus**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

#### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

#### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

##### **1. Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

##### **2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

##### **3. Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

##### **4. Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

##### **5. New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

### **Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

#### **Travel**

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### **Accommodation, Food & other Miscellaneous Expenses**

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

### **SUMMARY SOCIAL SECURITY & OTHER BENEFITS\***

#### **Medical**

1. **Medical Assistance Program (MAS)\*\*:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. **Annual Health check:** Company paid Annual health check-up program is available for employees above 40 years of age.

**Gratuity Benefit\*\*:** Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

**Survivor Benefit Pension Program\*\*:**

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

**Loans:**

**Interest Free Loan:** An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

**Contingency Loan:** An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

### 1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

### 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept  Decline

**Signature** Sindhuja Kalaivanan 22/1/2022 10:29 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

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## APPOINTMENT LETTER

January 22, 2022

Dear Pragathi Kalaivanan,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

### **2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

### **3. Other Benefits:**

You will also be eligible for:

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- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](https://mywipro.wipro.com)

**4. Responsibilities:**

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

**5. Conflict of Interest:**

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

**6. Confidentiality:**

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
  - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
  - v. You have any pending backlogs/ arrears on the date of appointment.

**Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**



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**10. Training Agreement:**

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

**11. Notice Period & Termination:**

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company 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 Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

**12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

**ANNEXURE I****DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

### **Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders**

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
  - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c. Unauthorized disclosure or communication of UPSI.
  - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).

### **ANNEXURE II**

#### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

IT

1/22/22, 10:18 AM

[https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Elite\\_Offer\\_Letter\\_template\\_2022&user=...](https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Elite_Offer_Letter_template_2022&user=...)

I Pragathi Kalaivanan, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

### ANNEXURE III

#### SALARY OFFER SHEET

**Name:** Pragathi Kalaivanan

**Position:** Project Engineer

**Career Group:** TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

### ANNEXURE - IV

**Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

<b>Year</b>	<b>Bonus</b>
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

**ANNEXURE – V**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**ANNEXURE – VI****Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

### **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

#### **Basic, Additional Allowance and Bonus**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

#### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

#### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

##### **1. Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

##### **2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

##### **3. Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

##### **4. Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

##### **5. New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

### **Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

#### **Travel**

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### **Accommodation, Food & other Miscellaneous Expenses**

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

### **SUMMARY SOCIAL SECURITY & OTHER BENEFITS\***

#### **Medical**

1. **Medical Assistance Program (MAS)\*\*:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

### 1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

### 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept  Decline

**Signature** Pragathi Kalaivanan 22/1/2022 10:17 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23157682





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218114713/Chennai**  
**Date: 03/11/2021**

Ms. Priyadharshini B  
5/274Main Road,  
Sikkavalam West,  
Nagapattinam-611108,  
Tamilnadu.  
Tel# -

Dear Priyadharshini B,

**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 **₹3,36,877/-** 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/DT20218114713**

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

41/21-23, 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: Nilmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers ServiceLine: 1900 200 2111 Email: careers@tcs.com



Conditions). 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.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- 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 ₹5,914/- 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. 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 ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## **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.

## 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.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses 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. 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 (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) 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.

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.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience 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 3 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 TCS Xperience trainees without any further intimation/separate communication to you.

### 4. 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.

### 5. 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.

### 6. 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.

### 7. 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.

### 8. 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.

#### **9. 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.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **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.

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.

#### **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**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **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

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original Documents** for verification on your joining day.

- 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
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) 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 Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) 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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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.

## 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 & AIP**



[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 Xplore Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

Annexure 1

<b>Name</b>	<b>Priyadharshini B</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>E.G.S. Pillay Engineering College</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<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	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</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.

\*\*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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</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 Badshah &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.

## 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 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: Computer Consultancy**  
**Ref: TCSSL/DT20218051124/Chennai**  
**Date: 04/11/2021**

Ms. S Vasundaraa  
3Nagavarna Pillaiyar Kovil Street, Thirumalairayanpattinam,  
Near Temple,  
Karaikal-609606,  
Pondicherry.  
Tel# 91-8072790630

Dear S Vasundaraa,

**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 assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** 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**  
**TCSSL/DT20218051124**

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



Conditions). 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.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- 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 ₹5,914/- 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. 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 ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## **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.

## 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.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses 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. 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 (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) 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.

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.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience 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 3 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 TCS Xperience trainees without any further intimation/separate communication to you.

### 4. 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.

### 5. 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.

### 6. 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.

### 7. 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.

### 8. 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.

#### **9. 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.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **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.

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.

#### **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**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **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

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- 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
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) 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 Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) 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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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.

## 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 & AIP**



Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms





**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>S Vasundaraa</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<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	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</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 Badshah &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>	



## Annexure 3

### 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.

## 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 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 of 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: Computer Consultancy**  
**Ref: TCSL/DT20218107259/Chennai**  
**Date: 03/11/2021**

Ms. Tharshini Priya Karthikeyan  
7/1Sivan East Street, Erukattancherry(Po), Tharangambadi(Tk),  
Opposite To Sivan Temple,  
Mayiladuthurai-609307,  
Tamil Nadu.  
Tel# 91-8489405432

Dear Tharshini Priya Karthikeyan,

**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 **₹3,36,877/-** 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/DT20218107259**

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai-600119, Tamil Nadu, India

Tel: 91 84 8940 5432 Fax: 91 84 8940 2503 Website: www.tcs.com

Registered Office: Nirmal Building, 8th Floor, Narayana's Inn, Fl. 8th - 400 021

TCS Corporate Services: 280/270, 5th Floor, Anna Salai, Chennai



Conditions). 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.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- 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 ₹5,914/- 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. 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.



## 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.

## 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.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

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



## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## 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:



## 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. 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 (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) 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.

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.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai-600 019 Tamil Nadu, India

Tel: 91 44 6616 2022 Fax: 91 44 6616 2033 Website: www.tcs.com

Registered Office: Nivali Building, 9th Floor, Nivali, New York, Mumbai: 400 021

TCS Career Services: 1800 220 2131 Email: careers@tcs.com



### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience 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 3 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 TCS Xperience trainees without any further intimation/separate communication to you.

### 4. 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.

### 5. 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.

### 6. 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.

### 7. 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.

### 8. 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.

#### **9. 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.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

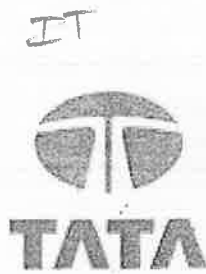
#### **11. Work in SBWS mode**

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.

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.

#### **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

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### 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

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- 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
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking. (Non-Criminal Affidavit, should be made on the format provided by TCSL) 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 Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) 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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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.

## 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.

IT



**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 & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

<b>Name</b>	Tharshini Priya Karthikeyan
<b>Designation</b>	Assistant System Engineer-Trainee
<b>Institute Name</b>	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<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	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<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	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</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 Badshah &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>	



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206812215/Chennai**  
**Date: 04/11/2021**

Ms. Sindhuja K  
125Kpm Thottam,  
Polagam, Tr Pattinam,  
Karaikal-609606,  
Puducherry.  
Tel# -

Dear Sindhuja K,

**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 assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** 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/DT20206812215

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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: Nirmai Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1800 299 3111 Email: careers@tcs.com



Conditions). 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.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- 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 ₹5,914/- 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. 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 ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## **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.

## 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.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses 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. 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 (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) 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.

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.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience 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 3 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 TCS Xperience trainees without any further intimation/separate communication to you.

### 4. 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.

### 5. 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.

### 6. 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.

### 7. 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.

### 8. 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.

#### **9. 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.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **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.

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.

#### **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**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **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

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- 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
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) 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 Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) 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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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.

## 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.

IT



**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 & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Sindhuja K</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>E.G.S. Pillay Engineering College</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<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	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</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.

\*\*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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</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 Badshah &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 filling 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.

## 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 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.

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(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: Computer Consultancy**  
**Ref: TCSSL/DT20218050620/Chennai**  
**Date: 03/11/2021**

Ms. Pragathi Kalaivanan  
5/7fThattara Street,  
Ponsai,  
Mayiladuthurai-609304,  
Tamilnadu.  
Tel# -

Dear Pragathi Kalaivanan,

**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 **₹3,36,877/-** 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 offer will be automatically withdrawn.

Accept this offer, you will be given a joining letter indicating the details of your joining 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 learning curriculum named TCS Xplore (detailed under Terms &

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

zaron Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2525 Website: www.tcs.com

Registered Office: Nirmal Building, 3th Floor, Nambur Road, Number 400 021

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



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Conditions). 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.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- 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 ₹5,914/- 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. 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 ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## **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:



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## 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.

## 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.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses 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. 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 (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) 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.

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.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



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### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience 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 3 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 TCS Xperience trainees without any further intimation/separate communication to you.

### 4. 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.

### 5. 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.

### 6. 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.

### 7. 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.

### 8. 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.

#### **9. 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.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **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.

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.

#### **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



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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

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### 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

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original Documents** for verification on your joining day.

- 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
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

TCS Confidential

TCSL/DT20218050620

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

41/5/21-24, Kumbharan 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: 1860 209 3111 Email: careers@tcs.com



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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) 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 Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) 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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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.

## 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.



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### 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*

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Pragathi Kalaivanan</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>E.G.S. Pillay Engineering College</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<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	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



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**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 Badshah &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>	





## Annexure 3

### 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.



IT

## 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 filling 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.



IT

(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.

## 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 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 of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



IT

(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.



EGS Pillay Group of Institutions Nagapattinam &lt;ceo@egspec.org&gt;

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**Mphasis\_Letter of Intent!**

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**Mphasis - Campus Hiring** <campushires@mphasis.com>  
To: "boopathy28601@gmail.com" <boopathy28601@gmail.com>  
Cc: "ceo@egspec.org" <ceo@egspec.org>

Thu, Oct 7, 2021 at 6:21 PM

Ref.No- MPHTH\_CD2022-1590

Dear Boopathy P,

College Name: **EGS Pillay College of Engineering.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Trainee Associate Software Engineer**' in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum,** which would be effective 1<sup>st</sup> of subsequent month.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis - **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

ECE

**Important Note:** It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

- a. PAN card
- b. Aadhar card
- c. Passport
- d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to [campushires@mphasis.com](mailto:campushires@mphasis.com).

**Thanks and Regards**

**Mphasis – Campus Team**

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at [mailmaster@mphasis.com](mailto:mailmaster@mphasis.com) and delete this mail from your records.





EGS Pillay Group of Institutions Nagapattinam &lt;ceo@egspec.org&gt;

## Mphasis\_Letter of Intent!

**Mphasis - Campus Hiring** <campushires@mphasis.com>  
To: "nivashini852000@gmail.com" <nivashini852000@gmail.com>  
Cc: "ceo@egspec.org" <ceo@egspec.org>

Thu, Oct 7, 2021 at 6:21 PM

Ref.No- MPHTH\_CD2022-1594

Dear Nivashini R,

College Name: **EGS Pillay College of Engineering.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Trainee Associate Software Engineer**' in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum**, which would be effective 1<sup>st</sup> of subsequent month.
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As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

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4. On successful verification of documents and certificates provided by you.

ECE

Your joining date will be communicated after you clear the above conditions.

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- d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to [campushires@mphasis.com](mailto:campushires@mphasis.com).

**Thanks and Regards**

**Mphasis – Campus Team**

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EGS Pillay Group of Institutions Nagapattinam &lt;ceo@egspec.org&gt;

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**Mphasis\_Letter of Intent!**

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**Mphasis - Campus Hiring** <campushires@mphasis.com>

Thu, Oct 7, 2021 at 6:20 PM

To: "vijayakumar1242001@gmail.com" &lt;vijayakumar1242001@gmail.com&gt;

Cc: "ceo@egspec.org" &lt;ceo@egspec.org&gt;

Ref.No- MPPTH\_CD2022-1601

Dear Vijayakumar K,

College Name: **EGS Pillay College of Engineering.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Trainee Associate Software Engineer**' in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
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ECE

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**Thanks and Regards**

**Mphasis – Campus Team**

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**Mphasis\_Letter of Intent!**

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**Mphasis - Campus Hiring** <campushires@mphasis.com>

Thu, Oct 7, 2021 at 6:20 PM

To: "vasundaraa04072000@gmail.com" &lt;vasundaraa04072000@gmail.com&gt;

Cc: "ceo@egspec.org" &lt;ceo@egspec.org&gt;

Ref.No- MPHTH\_CD2022-1600

Dear Vasundaraa S,

College Name: **EGS Pillay College of Engineering.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Trainee Associate Software Engineer**' in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
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**Thanks and Regards**

**Mphasis – Campus Team**

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**Mphasis\_Letter of Intent!**

4 messages

**Mphasis - Campus Hiring** <campushires@mphasis.com>

Thu, Oct 7, 2021 at 6:21 PM

To: "nithyasrigandhi2000@gmail.com" &lt;nithyasrigandhi2000@gmail.com&gt;

Cc: "ceo@egspec.org" &lt;ceo@egspec.org&gt;

Ref.No- MPHTH\_CD2022-1593

Dear Nithyasri Gandhi,

College Name: **EGS Pillay College of Engineering.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Trainee Associate Software Engineer**' in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum,** which would be effective 1<sup>st</sup> of subsequent month.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

**Important Note:** It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

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- b. Aadhar card
- c. Passport
- d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to [campushires@mphasis.com](mailto:campushires@mphasis.com).

**Thanks and Regards**

**Mphasis – Campus Team**

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**Mphasis - Campus Hiring** <[campushires@mphasis.com](mailto:campushires@mphasis.com)>  
To: "kiruthiga2807@gmail.com" <[kiruthiga2807@gmail.com](mailto:kiruthiga2807@gmail.com)>  
Cc: "ceo@egspec.org" <[ceo@egspec.org](mailto:ceo@egspec.org)>

Thu, Oct 7, 2021 at 6:21 PM





EGS Pillay Group of Institutions Nagapattinam &lt;ceo@egspec.org&gt;

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## Mphasis\_Letter of Intent!

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**Mphasis - Campus Hiring** <campushires@mphasis.com>

Thu, Oct 7, 2021 at 6:20 PM

To: "saranyatamilmaran2000@gmail.com" &lt;saranyatamilmaran2000@gmail.com&gt;

Cc: "ceo@egspec.org" &lt;ceo@egspec.org&gt;

Ref.No- MPHTH\_CD2022-1597

Dear Saranya Tamilmaran,

College Name: **EGS Pillay College of Engineering.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Trainee Associate Software Engineer**' in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
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EGS Pillay Group of Institutions Nagapattinam &lt;ceo@egspec.org&gt;

## Mphasis\_Letter of Intent!

**Mphasis - Campus Hiring** <campushires@mphasis.com>  
To: "kiruthiga2807@gmail.com" <kiruthiga2807@gmail.com>  
Cc: "ceo@egspec.org" <ceo@egspec.org>

Thu, Oct 7, 2021 at 6:21 PM

Ref.No- MPHTH\_CD2022-1591

Dear Kiruthiga R,

College Name: **EGS Pillay College of Engineering.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Trainee Associate Software Engineer**' in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
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**Mphasis\_Letter of Intent!**

1 message

**Mphasis - Campus Hiring** <campushires@mphasis.com>

Thu, Oct 7, 2021 at 6:21 PM

To: "agalyaanandhan2001@gmail.com" &lt;agalyaanandhan2001@gmail.com&gt;

Cc: "ceo@egspec.org" &lt;ceo@egspec.org&gt;

Ref.No- MPHTH\_CD2022-1589

Dear Agalya Anandhan,

College Name: **EGS Pillay College of Engineering.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Trainee Associate Software Engineer**' in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
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## Mphasis\_Letter of Intent!

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**Mphasis - Campus Hiring** <campushires@mphasis.com>

Thu, Oct 7, 2021 at 6:21 PM

To: "pavithraasokan2001@gmail.com" &lt;pavithraasokan2001@gmail.com&gt;

Cc: "ceo@egspec.org" &lt;ceo@egspec.org&gt;

Ref.No- MPHTH\_CD2022-1595

Dear Pavithra Asokan,

College Name: **EGS Pillay College of Engineering.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Trainee Associate Software Engineer**' in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
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IT

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**Mphasis\_Letter of Intent!**

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**Mphasis - Campus Hiring** <campushires@mphasis.com>

Thu, Oct 7, 2021 at 6:20 PM

To: "rsekar11973@gmail.com" &lt;rsekar11973@gmail.com&gt;

Cc: "ceo@egspec.org" &lt;ceo@egspec.org&gt;

Ref.No- MPHTH\_CD2022-1599

Dear Sri Abidharshini Sekar,

College Name: **EGS Pillay College of Engineering.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

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## Mphasis\_Letter of Intent!

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**Mphasis - Campus Hiring** <campushires@mphasis.com>  
To: "sindhuja16072001@gmail.com" <sindhuja16072001@gmail.com>  
Cc: "ceo@egspec.org" <ceo@egspec.org>

Thu, Oct 7, 2021 at 6:20 PM

Ref.No- MPHTH\_CD2022-1598

Dear Sindhuja K,

College Name: **EGS Pillay College of Engineering.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

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EGS Pillay Group of Institutions Nagapattinam &lt;ceo@egspec.org&gt;

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**Mphasis\_Letter of Intent!**

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**Mphasis - Campus Hiring** <campushires@mphasis.com>

Thu, Oct 7, 2021 at 6:21 PM

To: "pragathikalaivanan37@gmail.com" &lt;pragathikalaivanan37@gmail.com&gt;

Cc: "ceo@egspec.org" &lt;ceo@egspec.org&gt;

Ref.No- MPHTH\_CD2022-1596

Dear Pragathi Kalaivanan,

College Name: **EGS Pillay College of Engineering.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Trainee Associate Software Engineer**' in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum**, which would be effective 1<sup>st</sup> of subsequent month.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

IT

Your joining date will be communicated after you clear the above conditions.

**Important Note:** It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

- a. PAN card
- b. Aadhar card
- c. Passport
- d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to [campushires@mphasis.com](mailto:campushires@mphasis.com).

**Thanks and Regards**

**Mphasis – Campus Team**

Information transmitted by this e-mail is proprietary to Mphasis, its associated companies and/ or its customers and is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or it appears that this mail has been forwarded to you without proper authority, you are notified that any use or dissemination of this information in any manner is strictly prohibited. In such cases, please notify us immediately at [mailmaster@mphasis.com](mailto:mailmaster@mphasis.com) and delete this mail from your records.

**Hi-tech/2022/A/115**

**30.09.2021**

Dear Abirami R A,

**Sub: Letter of Intent**

We are delighted to offer you the position of Service Engineer in our **Hifetch Telecom Solutions**. You need to follow the below terms and conditions.

1. You will work within the Service department and you need to report to the Manager on **30<sup>th</sup> April, 2022 at 9.00 AM**
2. Your starting salary will be **INR 3.20 Lakhs** per Annum.
3. To help you to develop your performance, informal review will take place every quarter, with a formal appraisal that will take place in each year.
4. You need to bring passport size photo and other documents related to academics at the date of joining.
5. Your holiday entitlement is 12 days per year in addition to that, bank holidays and government holidays are also included.
6. Hours of work are 8 hours per day including lunch break. Standard working time period is 9.00 A.M to 5.00 A.M. It may be necessary on occasions to work outside these hours.
7. Your probation period is 3 months. During this period we will access your progress.

Let me know if you have any further questions at this point. We look forward to welcoming you to our team.

Wishing you the very best in your career with us.

Regards,



**HR manager**

Hi-tech/2022/A/116

30.09.2021

Dear Janani G,

**Sub: Letter of Intent**

We are delighted to offer you the position of Service Engineer in our **Hifetch Telecom Solutions**. You need to follow the below terms and conditions.

1. You will work within the Service department and you need to report to the Manager on **30<sup>th</sup> April, 2022 at 9.00 AM**
2. Your starting salary will be **INR 3.20 Lakhs** per Annum.
3. To help you to develop your performance, informal review will take place every quarter, with a formal appraisal that will take place in each year.
4. You need to bring passport size photo and other documents related to academics at the date of joining.
5. Your holiday entitlement is 12 days per year in addition to that, bank holidays and government holidays are also included.
6. Hours of work are 8 hours per day including lunch break. Standard working time period is 9.00 A.M to 5.00 A.M. It may be necessary on occasions to work outside these hours.
7. Your probation period is 3 months. During this period we will assess your progress.

Let me know if you have any further questions at this point. We look forward to welcoming you to our team.

Wishing you the very best in your career with us.

Regards,



**HR manager**



Hi-tech/2022/A/120

30.09.2021

Dear SELLAMUTHU M

**Sub: Letter of Intent**

We are delighted to offer you the position of Service Engineer in our **Hifetch Telecom Solutions**. You need to follow the below terms and conditions.

1. You will work within the Service department and you need to report to the Manager on **30<sup>th</sup> April, 2022 at 9.00 AM**
2. Your starting salary will be **INR 3.20 Lakhs** per Annum.
3. To help you to develop your performance, informal review will take place every quarter, with a formal appraisal that will take place in each year.
4. You need to bring passport size photo and other documents related to academics at the date of joining.
5. Your holiday entitlement is 12 days per year in addition to that, bank holidays and government holidays are also included.
6. Hours of work are 8 hours per day including lunch break. Standard working time period is 9.00 A.M to 5.00 A.M. It may be necessary on occasions to work outside these hours.
7. Your probation period is 3 months. During this period we will access your progress.

Let me know if you have any further questions at this point. We look forward to welcoming you to our team.

Wishing you the very best in your career with us.

Regards,



**HR manager**

**Hi-tech/2022/A/121**

**30.09.2021**

Dear **SUGANIYA S**

**Sub: Letter of Intent**

We are delighted to offer you the position of Service Engineer in our **Hifetch Telecom Solutions**. You need to follow the below terms and conditions.

1. You will work within the Service department and you need to report to the Manager on **30<sup>th</sup> April, 2022 at 9.00 AM**
2. Your starting salary will be **INR 3.20 Lakhs** per Annum.
3. To help you to develop your performance, informal review will take place every quarter, with a formal appraisal that will take place in each year.
4. You need to bring passport size photo and other documents related to academics at the date of joining.
5. Your holiday entitlement is 12 days per year in addition to that, bank holidays and government holidays are also included.
6. Hours of work are 8 hours per day including lunch break. Standard working time period is 9.00 A.M to 5.00 A.M. It may be necessary on occasions to work outside these hours.
7. Your probation period is 3 months. During this period we will access your progress.

Let me know if you have any further questions at this point. We look forward to welcoming you to our team.

Wishing you the very best in your career with us.

Regards,



**HR manager**

**Hi-tech/2022/A/112**

**30.09.2021**

Dear **Ishwarya P,**

**Sub: Letter of Intent**

We are delighted to offer you the position of Service Engineer in our **Hifetch Telecom Solutions**. You need to follow the below terms and conditions.

1. You will work within the Service department and you need to report to the Manager on **30<sup>th</sup> April, 2022 at 9.00 AM**
2. Your starting salary will be **INR 3.20 Lakhs** per Annum.
3. To help you to develop your performance, informal review will take place every quarter, with a formal appraisal that will take place in each year.
4. You need to bring passport size photo and other documents related to academics at the date of joining.
5. Your holiday entitlement is 12 days per year in addition to that, bank holidays and government holidays are also included.
6. Hours of work are 8 hours per day including lunch break. Standard working time period is 9.00 A.M to 5.00 A.M. It may be necessary on occasions to work outside these hours.
7. Your probation period is 3 months. During this period we will access your progress.

Let me know if you have any further questions at this point. We look forward to welcoming you to our team.

Wishing you the very best in your career with us.

Regards,



**HR manager**

**Hi-tech/2022/A/113**

**30.09.2021**

Dear **Kirubakaran M,**

**Sub: Letter of Intent**

We are delighted to offer you the position of Service Engineer in our **Hifetch Telecom Solutions**. You need to follow the below terms and conditions.

1. You will work within the Service department and you need to report to the Manager on **30<sup>th</sup> April, 2022 at 9.00 AM**
2. Your starting salary will be **INR 3.20 Lakhs** per Annum.
3. To help you to develop your performance, informal review will take place every quarter, with a formal appraisal that will take place in each year.
4. You need to bring passport size photo and other documents related to academics at the date of joining.
5. Your holiday entitlement is 12 days per year in addition to that, bank holidays and government holidays are also included.
6. Hours of work are 8 hours per day including lunch break. Standard working time period is 9.00 A.M to 5.00 A.M. It may be necessary on occasions to work outside these hours.
7. Your probation period is 3 months. During this period we will access your progress.

Let me know if you have any further questions at this point. We look forward to welcoming you to our team.

Wishing you the very best in your career with us.

Regards,



**HR manager**

**Hi-tech/2022/A/114**

**30.09.2021**

Dear **Shirazudeen H,**

**Sub: Letter of Intent**

We are delighted to offer you the position of Service Engineer in our **Hifetch Telecom Solutions**. You need to follow the below terms and conditions.

1. You will work within the Service department and you need to report to the Manager on **30<sup>th</sup> April, 2022 at 9.00 AM**
2. Your starting salary will be **INR 3.20 Lakhs** per Annum.
3. To help you to develop your performance, informal review will take place every quarter, with a formal appraisal that will take place in each year.
4. You need to bring passport size photo and other documents related to academics at the date of joining.
5. Your holiday entitlement is 12 days per year in addition to that, bank holidays and government holidays are also included.
6. Hours of work are 8 hours per day including lunch break. Standard working time period is 9.00 A.M to 5.00 A.M. It may be necessary on occasions to work outside these hours.
7. Your probation period is 3 months. During this period we will access your progress.

Let me know if you have any further questions at this point. We look forward to welcoming you to our team.

Wishing you the very best in your career with us.

Regards,



**HR manager**

**Hi-tech/2022/A/117**

**30.09.2021**

Dear AAKASH M

**Sub: Letter of Intent**

We are delighted to offer you the position of Service Engineer in our **Hifetch Telecom Solutions**. You need to follow the below terms and conditions.

1. You will work within the Service department and you need to report to the Manager on **30<sup>th</sup> April, 2022 at 9.00 AM**
2. Your starting salary will be **INR 3.20 Lakhs per Annum**.
3. To help you to develop your performance, informal review will take place every quarter, with a formal appraisal that will take place in each year.
4. You need to bring passport size photo and other documents related to academics at the date of joining.
5. Your holiday entitlement is 12 days per year in addition to that, bank holidays and government holidays are also included.
6. Hours of work are 8 hours per day including lunch break. Standard working time period is 9.00 A.M to 5.00 A.M. It may be necessary on occasions to work outside these hours.
7. Your probation period is 3 months. During this period we will assess your progress.

Let me know if you have any further questions at this point. We look forward to welcoming you to our team.

Wishing you the very best in your career with us.

Regards,



**HR manager**

**Hi-tech/2022/A/118**

**30.09.2021**

Dear SADEESHKUMAR P

**Sub: Letter of Intent**

We are delighted to offer you the position of Service Engineer in our **Hifetch Telecom Solutions**. You need to follow the below terms and conditions.

1. You will work within the Service department and you need to report to the Manager on **30<sup>th</sup> April, 2022 at 9.00 AM**
2. Your starting salary will be **INR 3.20 Lakhs** per Annum.
3. To help you to develop your performance, informal review will take place every quarter, with a formal appraisal that will take place in each year.
4. You need to bring passport size photo and other documents related to academics at the date of joining.
5. Your holiday entitlement is 12 days per year in addition to that, bank holidays and government holidays are also included.
6. Hours of work are 8 hours per day including lunch break. Standard working time period is 9.00 A.M to 5.00 A.M. It may be necessary on occasions to work outside these hours.
7. Your probation period is 3 months. During this period we will access your progress.

Let me know if you have any further questions at this point. We look forward to welcoming you to our team.

Wishing you the very best in your career with us.

Regards,



**HR manager**

Hi-tech/2022/A/119

30.09.2021

Dear ANANTH R

**Sub: Letter of Intent**

We are delighted to offer you the position of Service Engineer in our **Hifetch Telecom Solutions**. You need to follow the below terms and conditions.

1. You will work within the Service department and you need to report to the Manager on **30<sup>th</sup> April, 2022 at 9.00 AM**
2. Your starting salary will be **INR 3.20 Lakhs** per Annum.
3. To help you to develop your performance, informal review will take place every quarter, with a formal appraisal that will take place in each year.
4. You need to bring passport size photo and other documents related to academics at the date of joining.
5. Your holiday entitlement is 12 days per year in addition to that, bank holidays and government holidays are also included.
6. Hours of work are 8 hours per day including lunch break. Standard working time period is 9.00 A.M to 5.00 A.M. It may be necessary on occasions to work outside these hours.
7. Your probation period is 3 months. During this period we will assess your progress.

Let me know if you have any further questions at this point. We look forward to welcoming you to our team.

Wishing you the very best in your career with us.

Regards,



**HR manager**





A Unit of Focus 4D Career Education Pvt. Ltd

Mar 30, 2022

Mr Chandru Mahendran  
chandrumahi6@gmail.com  
Candidate Id: CN20220606

Dear Chandru Mahendran,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.



A Unit of Focus 4D Career Education Pvt. Ltd

Annexure I: Annual Compensation Structure			
Name	Mr Chandru Mahendran	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life Cover(Rs.10,00,000). The premium for the same will be borne by the company.

Thank you  
Yours sincerely  
For Focus 4 – D Career Education Pvt Ltd.

  
Arumugam N Vadivelu  
Senior Manager – HR Ops & Strategy

**ACCEPTANCE OF OFFER**

*I hereby confirm that I accept the above offer with all its terms and conditions of employment.*

**Name & Signature of the candidate with date of acceptance**



## **Mallow Technologies**

**Private Limited**

No.62, Vivekananda nagar main road,  
Sengunthapuram, Karur - 639 001

---

Friday, 8<sup>th</sup> October, 2021

Vasundaraa .S  
No.27/47-D, Sivan East Street,  
Nagore,  
Nagapattinam.

Dear Vasundaraa,

With reference to the discussions we had, we are pleased to offer you the job as “Developer - Trainee” at Mallow Technologies Private Limited.

This offer is valid provided you successfully complete your internship and degree course in this academic year. Your date of appointment will be intimated later.

Your Annual CTC will be INR.3,00,000/- once you are appointed. The detailed pay structure is explained in Annexure A.

The notice period, for both the company and you, is 65 working days.

Please read all the terms & conditions and let us know your acceptance of the offer by replying within Thursday, 14<sup>th</sup> October 2021.

ECE



**Mallow Technologies**

**Private Limited**

No.62, Vivekananda nagar main road,  
Sengunthapuram, Karur - 639 001

**Annexure A**

**Name : Vasundaraa .S**

**Designation : Developer - Trainee**

**SALARY DISTRIBUTION**

Particulars	Monthly (Rs.)	Annual (Rs.)
Basic	7,000	84,000
House Rent Allowance	2,800	33,600
Special allowance	12,913	1,54,956
<b>RETIRALS</b>		
Company's Contribution of PF	1,800	21,600
Gratuity	337	4,044
Health Insurance	150	1,800
<b>Total CTC</b>	<b>25,000</b>	<b>3,00,000</b>



## **Mallow Technologies**

**Private Limited**

No.62, Vivekananda nagar main road,  
Sengunthapuram, Karur - 639 001

---

### **INTERNSHIP OFFER LETTER**

Friday, 8<sup>th</sup> October, 2021

Vasundaraa .S  
No.27/47-D, Sivan East Street,  
Nagore,  
Nagapattinam.

Dear Vasundaraa,

With reference to the discussions we had, You will be offered three months internship.

Initially, you have to work from home due to the current Covid19 situation and later you will be continuing your internship at Mallow Technologies Private Limited.

Your start date of internship will be informed after discussing with you.

Congratulations and welcome to the team!

Regards,  
HR Team  
Mallow Technologies Private Limited

ECE



## **Mallow Technologies**

**Private Limited**

No.62, Vivekananda nagar main road,  
Sengunthapuram, Karur - 639 001

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### **TERMS AND CONDITIONS FOR INTERNSHIP**

1. Candidates have to arrange their own laptop and Internet connection with sufficient bandwidth.
2. You will be provided with assignments that has to be done and submitted by you. These assignments are to teach you the basics of the platform that you will be working on in future. You will be provided training at our premise by a resourceful person from our Team.
3. Your performance in the assignments and internship will also be taken into account in deciding your ability and further decisions.
4. On completion of internship, an interview will be scheduled to evaluate your skills that you learnt in internship and clearing that interview will be considered as successful completion of internship.
5. If you are not able to complete the internship successfully, you may be given a chance by extending your internship period.
6. On successful completion of the internship the you will be given a certificate of completion and absorbed as a Developer - Trainee.
7. The working days are from Monday to Saturday and the the working hours are from 9.00 AM to 6.00 PM with a lunch and Tea break of 1 hour. First Saturday of every month will be a Holiday during your internship period.
8. We do not provide projects for individual students and we do not guarantee any project at the end of the internship. However, the students can generate a report or document about their internship in our company, to be submitted as their final report.
9. You will be allowed a leave of 1 day per month – includes sick leave and personal leave.
10. There won't be any stipend provided to candidates during internship. Candidate should take care of all their expenses including travel, food and accommodation.
11. You are expected to maintain good conduct in and out of the office and maintain the dignity of the company failing which may lead to disciplinary action.
12. The confidential details about the company's business and its data that are known to you are to be maintained secretly and it should not be divulged or discussed with anyone other than the authorised person in the company. You are required to sign a non-disclosure agreement, which aims to protect the intellectual property rights and business information of Mallow Technologies Pvt. Ltd. and its clients.
13. Please let us know your confirmation for accepting the internship offer based on the above terms by replying within 14.10.2021.



## **Mallow Technologies**

**Private Limited**

No.62, Vivekananda nagar main road,  
Sengunthapuram, Karur - 639 001

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### **Retirement Benefits:**

#### **Provident Fund :**

You are covered under the Employee Provident Fund from your date of joining the organisation. Under this scheme, the company will contribute an amount per month as employer contribution as per the provisions of the said Act and an equal amount will be deducted from your salary as your contribution towards the fund.

#### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

#### **Health Insurance:**

After successful completion of the training period at our company, You will be eligible for the Employee's Group Health insurance scheme (ICICI Lombard) for a sum insured of ₹ 3 Lakhs per annum.

The terms and conditions for your appointment are listed below:

1. You will be under probation during the training period and upon successful completion of six months training your employment will be evaluated.
2. The working days are from Monday to Saturday during your training period. First Saturday of every month will be a Holiday during your training period.
3. After your successful completion of the training period, working days will be from Monday to Friday. Working on Saturday will be decided based on the situation and employees interest.
4. The list of holidays for every calendar year will be provided before the start of the year.
5. Your appointment as Junior Developer will be confirmed after your successful completion of training period at our company.
6. Our usual performance cycle will be in April and you will be considered for salary revision after completing one year of service with us.
7. Also, we will have a review cycle during October, Employees who have completed one year of service and showing extraordinary performance will be considered in this cycle.

ECE



## **Mallow Technologies**

**Private Limited**

No.62, Vivekananda nagar main road,  
Sengunthapuram, Karur - 639 001

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8. The office timing will be 9.00 AM to 6.00 PM with a lunch and Tea break of 1 hour. The employees should put their best effort during the business hours for the betterment of the company. The company encourages the employees to complete their responsibilities within the office hours. However, working hours may be extended for individuals to complete their task as planned.
9. You will be allowed a leave of 1.5 days per month – includes sick leave, personal leave and vacation. The unused leaves can be carry forwarded but only to the next five months. Absence over and above the allowed leave will lead to loss of pay. Unapproved absence may lead to job termination.
10. You are expected to maintain good conduct in and out of the office and maintain the dignity of the company failing which may lead to disciplinary action.
11. During your employment with us you are not allowed to engage in other business directly or indirectly.
12. The confidential details about the company's business and its data that are known to you are to be maintained secretly and it should not be divulged or discussed with anyone other than the authorised person in the company. You are required to sign a non-disclosure agreement, which aims to protect the intellectual property rights and business information of Mallow Technologies Pvt. Ltd. and its clients
13. You will retire from the services of Company on reaching your 58th birthday as per the proof of age submitted by you at the time of joining.
14. The acceptance of this offer implies you are bound by all the rules and regulations of the company.

Regards  
HR Team  
Mallow Technologies Private Limited





## **Mallow Technologies**

**Private Limited**

No.62, Vivekananda nagar main road,  
Sengunthapuram, Karur - 639 001

---

### **INTERNSHIP OFFER LETTER**

Friday, 8<sup>th</sup> October, 2021

Mohammed Sumhoon .J  
No.7, Sangu Vetti Lane,  
Nagore,  
Nagapattinam.

Dear Mohammed Sumhoon,

With reference to the discussions we had, You will be offered three months internship.

Initially, you have to work from home due to the current Covid19 situation and later you will be continuing your internship at Mallow Technologies Private Limited.

Your start date of internship will be informed after discussing with you.

Congratulations and welcome to the team!

Regards,  
HR Team  
Mallow Technologies Private Limited



## **Mallow Technologies**

**Private Limited**

No.62, Vivekananda nagar main road,  
Sengunthapuram, Karur - 639 001

---

### **TERMS AND CONDITIONS FOR INTERNSHIP**

1. Candidates have to arrange their own laptop and Internet connection with sufficient bandwidth.
2. You will be provided with assignments that has to be done and submitted by you. These assignments are to teach you the basics of the platform that you will be working on in future. You will be provided training at our premise by a resourceful person from our Team.
3. Your performance in the assignments and internship will also be taken into account in deciding your ability and further decisions.
4. On completion of internship, an interview will be scheduled to evaluate your skills that you learnt in internship and clearing that interview will be considered as successful completion of internship.
5. If you are not able to complete the internship successfully, you may be given a chance by extending your internship period.
6. On successful completion of the internship the you will be given a certificate of completion and absorbed as a Developer - Trainee.
7. The working days are from Monday to Saturday and the the working hours are from 9.00 AM to 6.00 PM with a lunch and Tea break of 1 hour. First Saturday of every month will be a Holiday during your internship period.
8. We do not provide projects for individual students and we do not guarantee any project at the end of the internship. However, the students can generate a report or document about their internship in our company, to be submitted as their final report.
9. You will be allowed a leave of 1 day per month – includes sick leave and personal leave.
10. There won't be any stipend provided to candidates during internship. Candidate should take care of all their expenses including travel, food and accommodation.
11. You are expected to maintain good conduct in and out of the office and maintain the dignity of the company failing which may lead to disciplinary action.
12. The confidential details about the company's business and its data that are known to you are to be maintained secretly and it should not be divulged or discussed with anyone other than the authorised person in the company. You are required to sign a non-disclosure agreement, which aims to protect the intellectual property rights and business information of Mallow Technologies Pvt. Ltd. and its clients.
13. Please let us know your confirmation for accepting the internship offer based on the above terms by replying within 14.10.2021.



## **Mallow Technologies**

**Private Limited**

No.62, Vivekananda nagar main road,  
Sengunthapuram, Karur - 639 001

---

Friday, 8<sup>th</sup> October, 2021

Mohammed Sumhoon .J  
No.7, Sangu Vetti Lane,  
Nagore,  
Nagapattinam.

Dear Mohammed Sumhoon,

With reference to the discussions we had, we are pleased to offer you the job as "Developer - Trainee" at Mallow Technologies Private Limited.

This offer is valid provided you successfully complete your internship and degree course in this academic year. Your date of appointment will be intimated later.

Your Annual CTC will be INR.3,00,000/- once you are appointed. The detailed pay structure is explained in Annexure A.

The notice period, for both the company and you, is 65 working days.

Please read all the terms & conditions and let us know your acceptance of the offer by replying within Thursday, 14<sup>th</sup> October 2021.



**Mallow Technologies**  
Private Limited  
No.62, Vivekananda nagar main road,  
Sengunthapuram, Karur - 639 001

**Annexure A**

**Name : Mohammed Sumhoon .J**

**Designation : Developer - Trainee**

**SALARY DISTRIBUTION**

Particulars	Monthly (Rs.)	Annual (Rs.)
Basic	7,000	84,000
House Rent Allowance	2,800	33,600
Special allowance	12,913	1,54,956
<b>RETIRALS</b>		
Company's Contribution of PF	1,800	21,600
Gratuity	337	4,044
Health Insurance	150	1,800
<b>Total CTC</b>	<b>25,000</b>	<b>3,00,000</b>



## **Mallow Technologies**

**Private Limited**

No.62, Vivekananda nagar main road,  
Sengunthapuram, Karur - 639 001

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### **Retirement Benefits:**

#### **Provident Fund :**

You are covered under the Employee Provident Fund from your date of joining the organisation. Under this scheme, the company will contribute an amount per month as employer contribution as per the provisions of the said Act and an equal amount will be deducted from your salary as your contribution towards the fund.

#### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

#### **Health Insurance:**

After successful completion of the training period at our company, You will be eligible for the Employee's Group Health insurance scheme (ICICI Lombard) for a sum insured of ₹ 3 Lakhs per annum.

The terms and conditions for your appointment are listed below:

1. You will be under probation during the training period and upon successful completion of six months training your employment will be evaluated.
2. The working days are from Monday to Saturday during your training period. First Saturday of every month will be a Holiday during your training period.
3. After your successful completion of the training period, working days will be from Monday to Friday. Working on Saturday will be decided based on the situation and employees interest.
4. The list of holidays for every calendar year will be provided before the start of the year.
5. Your appointment as Junior Developer will be confirmed after your successful completion of training period at our company.
6. Our usual performance cycle will be in April and you will be considered for salary revision after completing one year of service with us.
7. Also, we will have a review cycle during October, Employees who have completed one year of service and showing extraordinary performance will be considered in this cycle.



## **Mallow Technologies**

**Private Limited**

No.62, Vivekananda nagar main road,  
Sengunthapuram, Karur - 639 001

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8. The office timing will be 9.00 AM to 6.00 PM with a lunch and Tea break of 1 hour. The employees should put their best effort during the business hours for the betterment of the company. The company encourages the employees to complete their responsibilities within the office hours. However, working hours may be extended for individuals to complete their task as planned.
9. You will be allowed a leave of 1.5 days per month – includes sick leave, personal leave and vacation. The unused leaves can be carry forwarded but only to the next five months. Absence over and above the allowed leave will lead to loss of pay. Unapproved absence may lead to job termination.
10. You are expected to maintain good conduct in and out of the office and maintain the dignity of the company failing which may lead to disciplinary action.
11. During your employment with us you are not allowed to engage in other business directly or indirectly.
12. The confidential details about the company's business and its data that are known to you are to be maintained secretly and it should not be divulged or discussed with anyone other than the authorised person in the company. You are required to sign a non-disclosure agreement, which aims to protect the intellectual property rights and business information of Mallow Technologies Pvt. Ltd. and its clients
13. You will retire from the services of Company on reaching your 58th birthday as per the proof of age submitted by you at the time of joining.
14. The acceptance of this offer implies you are bound by all the rules and regulations of the company.

Regards  
HR Team  
Mallow Technologies Private Limited

28/05/2022

*Letter of Intent*

To

Gayathri K

Employee ID: NIT/2022/EGS/152

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization .

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of 3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*



**P. Mark Gibran – Human Resource Management.**

28/05/2022

*Letter of Intent*

To

Manikandan M

Employee ID: NIT/2022/EGS/153

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of 3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*



**P. Mark Gibran – Human Resource Management.**



28/05/2022

*Letter of Intent*

To

Sakthivel L

Employee ID: NIT/2022/EGS/154

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of 3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*



**P. Mark Gibran – Human Resource Management.**

28/05/2022

*Letter of Intent*

To

Gokulnath. S

Employee ID: NIT/2022/EGS/155

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of 3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*



**P. Mark Gibran – Human Resource Management.**

28/05/2022

*Letter of Intent*

To

Padmasri G

Employee ID: NIT/2022/EGS/156

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of 3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*



**P. Mark Gibran – Human Resource Management.**



Navatron IT Solutions  
17 A, Swiss Plaza, Sirkali-609110  
Email: markgibran@navatronitsolution.com

28/05/2022

*Letter of Intent*

To

Thariq S

Employee ID: NIT/2022/EGS/157

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of 3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*

A handwritten signature in black ink, appearing to read "P. Mark Gibran", with a horizontal line underneath.

**P. Mark Gibran – Human Resource Management.**



Navatron IT Solutions  
17 A, Swiss Plaza, Sirkali-609110  
Email: markgibran@navatronitsolution.com

28/05/2022

*Letter of Intent*

To

Harish V

Employee ID: NIT/2022/EGS/158

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of 3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*

A handwritten signature in black ink, appearing to read "P. Mark Gibran", with a horizontal line underneath.

**P. Mark Gibran – Human Resource Management.**

28/05/2022

*Letter of Intent*

To

Saajidhullah I

Employee ID: NIT/2022/EGS/159

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of 3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*



**P. Mark Gibran – Human Resource Management.**

28/05/2022

*Letter of Intent*

To

Sivasukitha S

Employee ID: NIT/2022/EGS/160

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of 3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*



**P. Mark Gibran – Human Resource Management.**

28/05/2022

**Letter of Intent**

To

JESSIYA J

Employee ID: NIT/2022/EGS/161

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of Rs.3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*



**P. Mark Gibran – Human Resource Management.**



28/05/2022

**Letter of Intent**

To

SUDARVIZHI B

Employee ID: NIT/2022/EGS/162

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of Rs.3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*



**P. Mark Gibran – Human Resource Management.**

28/05/2022

**Letter of Intent**

To

Abdul Wajid Sahib M

Employee ID: NIT/2022/EGS/150

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of 3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

***For Navatron IT Solutions,***



**P. Mark Gibran – Human Resource Management.**

28/05/2022

*Letter of Intent*

To

Kalaiselvi S

Employee ID: NIT/2022/EGS/151

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of 3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*



**P. Mark Gibran – Human Resource Management.**

28/05/2022

**Letter of Intent**

To

ABDUL AJEES R

Employee ID: NIT/2022/EGS/163

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of Rs.3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*



**P. Mark Gibran – Human Resource Management.**

28/05/2022

**Letter of Intent**

To

NIVYA SRI M

Employee ID: NIT/2022/EGS/164

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of Rs.3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*



**P. Mark Gibran – Human Resource Management.**

28/05/2022

**Letter of Intent**

To

SUSHMITHAA M

Employee ID: NIT/2022/EGS/165

With reference to your interview, we are pleased to offer you the position of Web developer in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of Rs.3 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*



**P. Mark Gibran – Human Resource Management.**



**Letter of Intent**

Doc Ref. No.: **QC20220468**

Date of Issue: 9-Mar-2022

**Dear Saranraj R,**

**Congratulations on your selection with QuEST!** We look forward to you joining our growth journey as world's leading Engineering Services Provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement / Bond:** 2 years (An agreement between QuEST and the Employee which provides that the Employee shall work for an agreed minimum period of time from the date of joining the company)

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: [university.relations@quest-global.com](mailto:university.relations@quest-global.com)

We eagerly look forward to welcome you at QuEST.

**PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.**

**For QuEST Global Engineering Services Private Limited**

*Neha Das*

**Neha Das**  
Manager - University Relations

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

*R. Saranraj*

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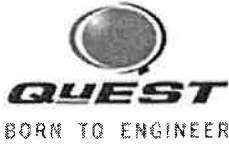
**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN: U74900KA2014PTC076219

**Communication address:** Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Devarabeesanahalli, Varthur Hobli, Bangalore East Taluk, Bangalore - 560 103

Ph: +91-80-67090000; Fax: +91-80-67093200; Email: [info@quest-global.com](mailto:info@quest-global.com)

[www.quest-global.com](http://www.quest-global.com)



**\*Disclaimer: The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.**

**Annexure - I**  
**Compensation & Benefit Details**

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
<b>Monthly Salary Components</b>		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
<b>(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
<b>Retirement Benefits</b>		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
<b>(K) RETIREMENT BENEFITS: (K = I+J)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex .GRATIA	1,400	16,800
<b>(N) Fixed Compensation: (N = H+K+L+M)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>(P) TOTAL COST TO COMPANY (TCC)</b>		<b>3,00,000</b>

A one-time joining bonus of INR 25,000 shall be paid upon successful completion of one-year service with QuEST.

Your monthly deduction from salary towards Medical Insurance premium would be INR 625. This is as per your current Band; the amount will change accordingly in case of Band change.

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA  
591245 IN CIN: U74900KA2014PTC076219

**Communication address:** Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Devarabeesanahalli,  
Varthur Hobli, Bangalore East Taluk, Bangalore - 560 103

Ph: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

[www.quest-global.com](http://www.quest-global.com)





You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

**Note:** Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

**Declaration:** All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

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### QuEST Global Engineering Services Private Limited

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA  
591245 IN CIN: U74900KA2014PTC076219

**Communication address:** Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Devarabeesanahalli,  
Varthur Hobli, Bangalore East Taluk, Bangalore - 560 103

Ph: +91-80-67090000; Fax: +91-80-67093200; Email: [info@quest-global.com](mailto:info@quest-global.com)

[www.quest-global.com](http://www.quest-global.com)



email : info@softsquare.biz

15/03/2022

**Vasanthram R.**

B. Tech - IT  
EGS Pillay Engineering College  
Nagapattinam

**OFFER LETTER**

Dear **Vasanthram**,

Greetings from Softsquare!

We are pleased to offer you a full-time position with our company as **Software Engineer**.

Your annual compensation would be INR. 300,000/- (Three Lakh only). A detailed break up of this amount will be handed over to you on the date of joining.

Sincerely

M. Vetrivendhan  
Vice President



---

## Softsquare Solutions Private Limited

Module No 104(B), First Floor, South 'A' Block, Tidel Park, Chennai 113

www.softsquare.biz

TO

AARTHI A

EGS Pillay Engineering College



**OFFER LETTER - RT2021-22/1284**

Date: 10.05.2022

Dear Mr/Ms AARTHI A

We are pleased to offer you the position of “**Business Analyst**” at **Retech Solutions Pvt Ltd, Chennai.**

You will be entitled to an all-inclusive Annual Compensation (Cost of Company) of **Rs.2.76L/Annum**, as discussed and agreed. We have the right to restructure the various components of your emoluments, while your gross salary will be protected.

If you agree to these terms, we would like you to join in our company on 30.06.2022 or else this letter will stand null and void.

Please submit the following documents, on the date of joining us

1. SSLC/HSC/UG Degree
2. Degree Provisional or TC & Conduct Certificate
3. Proof of identity and address
4. Latest passport size color photograph- 5 No's

Please sign and return duplicate of this letter indicating your acceptance of terms and conditions of your employment.

Thanking you

I accept the above

AARTHI A

For Retech Solutions

Authorised Signatory



No: 33,1st Floor, Alagesan St, West Tambaram, Chennai, Tamil Nadu

TO

AJAY G

EGS Pillay Engineering College



**OFFER LETTER - RT2021-22/1285**

Date: 10.05.2022

Dear Mr/Ms AJAY G

We are pleased to offer you the position of “**Business Analyst**” at **Retech Solutions Pvt Ltd, Chennai.**

You will be entitled to an all-inclusive Annual Compensation (Cost of Company) of **Rs.2.76L/Annum**, as discussed and agreed. We have the right to restructure the various components of your emoluments, while your gross salary will be protected.

If you agree to these terms, we would like you to join in our company on 30.06.2022 or else this letter will stand null and void.

Please submit the following documents, on the date of joining us

1. SSLC/HSC/UG Degree
2. Degree Provisional or TC & Conduct Certificate
3. Proof of identity and address
4. Latest passport size color photograph- 5 No's

Please sign and return duplicate of this letter indicating your acceptance of terms and conditions of your employment.

Thanking you

I accept the above

AJAY G

For Retech Solutions

A handwritten signature in black ink, appearing to read 'Ajay G', is written over a faint circular stamp.

Authorised Signatory



No: 33,1st Floor, Alagesan St, West Tambaram, Chennai, Tamil Nadu

TO

ARAVIND S

EGS Pillay Engineering College



**OFFER LETTER - RT2021-22/1286**

Date: 10.05.2022

Dear Mr/Ms ARAVIND S

We are pleased to offer you the position of “**Business Analyst**” at **Retech Solutions Pvt Ltd, Chennai.**

You will be entitled to an all-inclusive Annual Compensation (Cost of Company) of **Rs.2.76L/Annum**, as discussed and agreed. We have the right to restructure the various components of your emoluments, while your gross salary will be protected.

If you agree to these terms, we would like you to join in our company on 30.06.2022 or else this letter will stand null and void.

Please submit the following documents, on the date of joining us

1. SSLC/HSC/UG Degree
2. Degree Provisional or TC & Conduct Certificate
3. Proof of identity and address
4. Latest passport size color photograph- 5 No's

Please sign and return duplicate of this letter indicating your acceptance of terms and conditions of your employment.

Thanking you

I accept the above

ARAVIND S

**For Retech Solutions**

A handwritten signature in black ink, appearing to be 'Aravind S', is written over a faint circular stamp.

**Authorised Signatory**



No: 33,1st Floor, Alagesan St, West Tambaram, Chennai, Tamil Nadu

TO

ARCHANA K

EGS Pillay Engineering College



**OFFER LETTER - RT2021-22/1287**

Date: 10.05.2022

Dear Mr/Ms ARCHANA K

We are pleased to offer you the position of “**Business Analyst**” at **Retech Solutions Pvt Ltd, Chennai.**

You will be entitled to an all-inclusive Annual Compensation (Cost of Company) of **Rs.2.76L/Annum**, as discussed and agreed. We have the right to restructure the various components of your emoluments, while your gross salary will be protected.

If you agree to these terms, we would like you to join in our company on 30.06.2022 or else this letter will stand null and void.

Please submit the following documents, on the date of joining us

1. SSLC/HSC/UG Degree
2. Degree Provisional or TC & Conduct Certificate
3. Proof of identity and address
4. Latest passport size color photograph- 5 No's

Please sign and return duplicate of this letter indicating your acceptance of terms and conditions of your employment.

Thanking you

I accept the above

ARCHANA K

For Retech Solutions

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

Authorised Signatory



No: 33,1st Floor, Alagesan St, West Tambaram, Chennai, Tamil Nadu

TO

**BHARATHKUMAR R**

**EGS Pillay Engineering College**



**OFFER LETTER - RT2021-22/1288**

Date: 10.05.2022

**Dear Mr/Ms BHARATHKUMAR R**

We are pleased to offer you the position of “**Business Analyst**” at **Retech Solutions Pvt Ltd, Chennai.**

You will be entitled to an all-inclusive Annual Compensation (Cost of Company) of **Rs.2.76L/Annum**, as discussed and agreed. We have the right to restructure the various components of your emoluments, while your gross salary will be protected.

If you agree to these terms, we would like you to join in our company on 30.06.2022 or else this letter will stand null and void.

Please submit the following documents, on the date of joining us

1. SSLC/HSC/UG Degree
2. Degree Provisional or TC & Conduct Certificate
3. Proof of identity and address
4. Latest passport size color photograph- 5 No's

Please sign and return duplicate of this letter indicating your acceptance of terms and conditions of your employment.

Thanking you

I accept the above

**BHARATHKUMAR R**

**For Retech Solutions**

**Authorised Signatory**



No: 33,1st Floor, Alagesan St, West Tambaram, Chennai, Tamil Nadu

TO

GOWRI M

EGS Pillay Engineering College



**OFFER LETTER - RT2021-22/1289**

Date: 10.05.2022

**Dear Mr/Ms GOWRI M**

We are pleased to offer you the position of “**Business Analyst**” at **Retech Solutions Pvt Ltd, Chennai.**

You will be entitled to an all-inclusive Annual Compensation (Cost of Company) of **Rs.2.76L/Annum**, as discussed and agreed. We have the right to restructure the various components of your emoluments, while your gross salary will be protected.

If you agree to these terms, we would like you to join in our company on 30.06.2022 or else this letter will stand null and void.

Please submit the following documents, on the date of joining us

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2. Degree Provisional or TC & Conduct Certificate
3. Proof of identity and address
4. Latest passport size color photograph- 5 No's

Please sign and return duplicate of this letter indicating your acceptance of terms and conditions of your employment.

Thanking you

I accept the above

GOWRI M

**For Retech Solutions**

**Authorised Signatory**



No: 33,1st Floor, Alagesan St, West Tambaram, Chennai, Tamil Nadu



TO

JASHAR AHAMED J

EGS Pillay Engineering College



**OFFER LETTER - RT2021-22/1290**

Date: 10.05.2022

Dear Mr/Ms JASHAR AHAMED J

We are pleased to offer you the position of “**Business Analyst**” at **Retech Solutions Pvt Ltd, Chennai.**

You will be entitled to an all-inclusive Annual Compensation (Cost of Company) of **Rs.2.76L/Annum**, as discussed and agreed. We have the right to restructure the various components of your emoluments, while your gross salary will be protected.

If you agree to these terms, we would like you to join in our company on 30.06.2022 or else this letter will stand null and void.

Please submit the following documents, on the date of joining us

1. SSLC/HSC/UG Degree
2. Degree Provisional or TC & Conduct Certificate
3. Proof of identity and address
4. Latest passport size color photograph- 5 No's

Please sign and return duplicate of this letter indicating your acceptance of terms and conditions of your employment.

Thanking you

I accept the above

JASHAR

AHAMED J

**For Retech Solutions**

**Authorised Signatory**



No: 33,1st Floor, Alagesan St, West Tambaram, Chennai, Tamil Nadu

TO

MOHAMED ABDUL BASITH H

EGS Pillay Engineering College



**OFFER LETTER - RT2021-22/1291**

Date: 10.05.2022

Dear Mr/Ms MOHAMED ABDUL BASITH H

We are pleased to offer you the position of “**Business Analyst**” at **Retech Solutions Pvt Ltd, Chennai.**

You will be entitled to an all-inclusive Annual Compensation (Cost of Company) of **Rs.2.76L/Annum**, as discussed and agreed. We have the right to restructure the various components of your emoluments, while your gross salary will be protected.

If you agree to these terms, we would like you to join in our company on 30.06.2022 or else this letter will stand null and void.

Please submit the following documents, on the date of joining us

1. SSLC/HSC/UG Degree
2. Degree Provisional or TC & Conduct Certificate
3. Proof of identity and address
4. Latest passport size color photograph- 5 No's

Please sign and return duplicate of this letter indicating your acceptance of terms and conditions of your employment.

Thanking you

I accept the above

MOHAMED

ABDUL BASITH H

For Retech Solutions

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

Authorised Signatory



No: 33,1st Floor, Alagesan St, West Tambaram, Chennai, Tamil Nadu

TO

MOHAMED SIRAJUDEEN A

EGS Pillay Engineering College



**OFFER LETTER - RT2021-22/1292**

Date: 10.05.2022

Dear Mr/Ms MOHAMED SIRAJUDEEN A

We are pleased to offer you the position of “**Business Analyst**” at **Retech Solutions Pvt Ltd, Chennai.**

You will be entitled to an all-inclusive Annual Compensation (Cost of Company) of **Rs.2.76L/Annum**, as discussed and agreed. We have the right to restructure the various components of your emoluments, while your gross salary will be protected.

If you agree to these terms, we would like you to join in our company on 30.06.2022 or else this letter will stand null and void.

Please submit the following documents, on the date of joining us

1. SSLC/HSC/UG Degree
2. Degree Provisional or TC & Conduct Certificate
3. Proof of identity and address
4. Latest passport size color photograph- 5 No's

Please sign and return duplicate of this letter indicating your acceptance of terms and conditions of your employment.

Thanking you

I accept the above

MOHAMED

SIRAJUDEEN A

**For Retech Solutions**

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

**Authorised Signatory**



No: 33,1st Floor, Alagesan St, West Tambaram, Chennai, Tamil Nadu

TO

RAJESH S

EGS Pillay Engineering College



**OFFER LETTER - RT2021-22/1293**

Date: 10.05.2022

Dear Mr/Ms RAJESH S

We are pleased to offer you the position of “**Business Analyst**” at **Retech Solutions Pvt Ltd, Chennai.**

You will be entitled to an all-inclusive Annual Compensation (Cost of Company) of **Rs.2.76L/Annum**, as discussed and agreed. We have the right to restructure the various components of your emoluments, while your gross salary will be protected.

If you agree to these terms, we would like you to join in our company on 30.06.2022 or else this letter will stand null and void.

Please submit the following documents, on the date of joining us

1. SSLC/HSC/UG Degree
2. Degree Provisional or TC & Conduct Certificate
3. Proof of identity and address
4. Latest passport size color photograph- 5 No's

Please sign and return duplicate of this letter indicating your acceptance of terms and conditions of your employment.

Thanking you

I accept the above

RAJESH S

For Retech Solutions

Authorised Signatory



No: 33,1st Floor, Alagesan St, West Tambaram, Chennai, Tamil Nadu

TO

SUBRAMANIYAN G

EGS Pillay Engineering College



**OFFER LETTER - RT2021-22/1294**

Date: 10.05.2022

Dear Mr/Ms SUBRAMANIYAN G

We are pleased to offer you the position of “**Business Analyst**” at **Retech Solutions Pvt Ltd, Chennai.**

You will be entitled to an all-inclusive Annual Compensation (Cost of Company) of **Rs.2.76L/Annum**, as discussed and agreed. We have the right to restructure the various components of your emoluments, while your gross salary will be protected.

If you agree to these terms, we would like you to join in our company on 30.06.2022 or else this letter will stand null and void.

Please submit the following documents, on the date of joining us

1. SSLC/HSC/UG Degree
2. Degree Provisional or TC & Conduct Certificate
3. Proof of identity and address
4. Latest passport size color photograph- 5 No's

Please sign and return duplicate of this letter indicating your acceptance of terms and conditions of your employment.

Thanking you

I accept the above

SUBRAMANIYAN G

For Retech Solutions

Authorised Signatory



No: 33,1st Floor, Alagesan St, West Tambaram, Chennai, Tamil Nadu

TO

ARULKEERTHIKA R

EGS Pillay Engineering College



**OFFER LETTER - RT2021-22/1295**

Date: 10.05.2022

Dear Mr/Ms ARULKEERTHIKA R

We are pleased to offer you the position of "Business Analyst" at Retech Solutions Pvt Ltd, Chennai.

You will be entitled to an all-inclusive Annual Compensation (Cost of Company) of Rs.2.76L/Annum, as discussed and agreed. We have the right to restructure the various components of your emoluments, while your gross salary will be protected.

If you agree to these terms, we would like you to join in our company on 30.04.2021 or else this letter will stand null and void.

Please submit the following documents, on the date of joining us

1. SSLC/HSC/UG Degree
2. Degree Provisional or TC & Conduct Certificate
3. Proof of identity and address
4. Latest passport size color photograph- 5 No's

Please sign and return duplicate of this letter indicating your acceptance of terms and conditions of your employment.

Thanking you

I accept the above

ARULKEERTHIKA R

For Retech Solutions

A handwritten signature in black ink, appearing to read 'Pragna', is written over the 'For Retech Solutions' text.

Authorised Signatory



No: 33,1st Floor, Alagesan St, West Tambaram, Chennai, Tamil Nadu



BAIRAV TECH

BAIRAV TECH – 2022/Team-B/EGS/202

15-07-2021

**OFFER LETTER**

To

MUTHULAKSHMI K

Dear MUTHULAKSHMI K,

We are delighted to offer you an opportunity to join our team in the role of "**Information Security Analyst**". In your role, you will be a part of **Cyber Security Department** and you have to report to the Technical Head. You will be provided with your appointment order after successful completion of your degree. Until then you shall work as an Intern, and you will receive pay of Rs. 2 Lakhs/Annum. Your internship will start from **November 2021**. We will work closely with your institution to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you. Post internship you will be paid **Rs. 2.75 Lakhs/Annum** which will be detailed in your appointment order.

The main responsibilities of your designation is to Develop Plans and Modify Security files to safeguard computer files, Perform risk analysis, review violation of computer security. Also you will assist in general office task and likely engage in other activities outside of this role aimed at developing your knowledge, confidence and skills. In addition to your work, we have many exciting opportunities for you to participate in.

To accept this offer, do sign in this offer letter and return it back to the HR.

Sincerely,

S.Arya

Head – Talent Acquisition

Plot no. 60, Crystal Square Apartment,  
EVP Park Avenue, Thiruvanmiyur, Chennai 600041  
Email: aarya4u@bairavtech.in



**BAIRAV TECH**

**BAIRAV TECH – 2022/Team-B/EGS/203**

**15-07-2021**

**OFFER LETTER**

**To**

**ANUSUYA S**

**Dear ANUSUYA S,**

We are delighted to offer you an opportunity to join our team in the role of "**Information Security Analyst**". In your role, you will be a part of **Cyber Security Department** and you have to report to the Technical Head. You will be provided with your appointment order after successful completion of your degree. Until then you shall work as an Intern, and you will receive pay of Rs. 2 Lakhs/Annum. Your internship will starts from **November 2021**. We will work closely with your institution to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you. Post internship you will be paid **Rs. 2.75 Lakhs/Annum** which will be detailed in your appointment order.

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To accept this offer, do sign in this offer letter and return it back to the HR.

Sincerely,

S.Arya

Head – Talent Acquisition





BAIRAV TECH

BAIRAV TECH – 2022/Team-B/EGS/204

15-07-2021

**OFFER LETTER**

To

SUSMITHA. B

Dear SUSMITHA. B,

We are delighted to offer you an opportunity to join our team in the role of "**Information Security Analyst**". In your role, you will be a part of **Cyber Security Department** and you have to report to the Technical Head. You will be provided with your appointment order after successful completion of your degree. Until then you shall work as an Intern, and you will receive pay of Rs. 2 Lakhs/Annum. Your internship will start from **November 2021**. We will work closely with your institution to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you. Post internship you will be paid **Rs. 2.75 Lakhs/Annum** which will be detailed in your appointment order.

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Sincerely,

S.Arya

Head – Talent Acquisition

Plot no. 60, Crystal Square Apartment,  
EVP Park Avenue, Thiruvanmiyur, Chennai 600041  
Email: aarya4u@bairavtech.in



BAIRAV TECH

BAIRAV TECH – 2022/Team-B/EGS/205

15-07-2021

**OFFER LETTER**

To

ABINAYA T

Dear ABINAYA T,

We are delighted to offer you an opportunity to join our team in the role of "**Information Security Analyst**". In your role, you will be a part of **Cyber Security Department** and you have to report to the Technical Head. You will be provided with your appointment order after successful completion of your degree. Until then you shall work as an Intern, and you will receive pay of Rs. 2 Lakhs/Annum. Your internship will starts from **November 2021**. We will work closely with your institution to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you. Post internship you will be paid **Rs. 2.75 Lakhs/Annum** which will be detailed in your appointment order.

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Sincerely,

S.Arya

Head – Talent Acquisition

Plot no. 60, Crystal Square Apartment,  
EVP Park Avenue, Thiruvanmiyur, Chennai 600041  
Email: aarya4u@bairavtech.in



BAIRAV TECH

BAIRAV TECH – 2022/Team-B/EGS/206

15-07-2021

**OFFER LETTER**

To

AKASH S

Dear AKASH S,

We are delighted to offer you an opportunity to join our team in the role of "**Information Security Analyst**". In your role, you will be a part of **Cyber Security Department** and you have to report to the Technical Head. You will be provided with your appointment order after successful completion of your degree. Until then you shall work as an Intern, and you will receive pay of Rs. 2 Lakhs/Annum. Your internship will starts from **November 2021**. We will work closely with your institution to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you. Post internship you will be paid **Rs. 2.75 Lakhs/Annum** which will be detailed in your appointment order.

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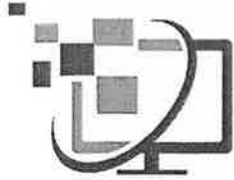
To accept this offer, do sign in this offer letter and return it back to the HR.

Sincerely,

S.Arya

Head – Talent Acquisition

Plot no. 60, Crystal Square Apartment,  
EVP Park Avenue, Thiruvanmiyur, Chennai 600041  
Email: aarya4u@bairavtech.in



BAIRAV TECH

BAIRAV TECH – 2022/Team-B/EGS/207

15-07-2021

**OFFER LETTER**

To

MANICKASARATHAM M

Dear MANICKASARATHAM M,

We are delighted to offer you an opportunity to join our team in the role of "**Information Security Analyst**". In your role, you will be a part of **Cyber Security Department** and you have to report to the Technical Head. You will be provided with your appointment order after successful completion of your degree. Until then you shall work as an Intern, and you will receive pay of Rs. 2 Lakhs/Annum. Your internship will start from **November 2021**. We will work closely with your institution to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you. Post internship you will be paid **Rs. 2.75 Lakhs/Annum** which will be detailed in your appointment order.

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Sincerely,

S.Arya

Head – Talent Acquisition

Plot no. 60, Crystal Square Apartment,  
EVP Park Avenue, Thiruvanmiyur, Chennai 600041  
Email: aarya4u@bairavtech.in



BAIRAV TECH

BAIRAV TECH – 2022/Team-B/EGS/208

15-07-2021

**OFFER LETTER**

**To**

PRADEEP T

**Dear PRADEEP T,**

We are delighted to offer you an opportunity to join our team in the role of "**Information Security Analyst**". In your role, you will be a part of **Cyber Security Department** and you have to report to the Technical Head. You will be provided with your appointment order after successful completion of your degree. Until then you shall work as an Intern, and you will receive pay of Rs. 2 Lakhs/Annum. Your internship will start from **November 2021**. We will work closely with your institution to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you. Post internship you will be paid **Rs. 2.75 Lakhs/Annum** which will be detailed in your appointment order.

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Sincerely,

S.Arya

Head – Talent Acquisition

Plot no. 60, Crystal Square Apartment,  
EVP Park Avenue, Thiruvanmiyur, Chennai 600041  
Email: aarya4u@bairavtech.in



**BAIRAV TECH**

**BAIRAV TECH – BAIRAV TECH-2022/Team-B/EGS/209**

**15-07-2021**

**OFFER LETTER**

**To**

**MUGESH R**

**Dear MUGESH R,**

We are delighted to offer you an opportunity to join our team in the role of "**Information Security Analyst**". In your role, you will be a part of **Cyber Security Department** and you have to report to the Technical Head. You will be provided with your appointment order after successful completion of your degree. Until then you shall work as an Intern, and you will receive pay of Rs. 2 Lakhs/Annum. Your internship will start from **November 2021**. We will work closely with your institution to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you. Post internship you will be paid **Rs. 2.75 Lakhs/Annum** which will be detailed in your appointment order.

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To accept this offer, do sign in this offer letter and return it back to the HR.

Sincerely,

S.Aarya

Head – Talent Acquisition

Plot no. 60, Crystal Square Apartment,  
EVP Park Avenue, Thiruvanimiyur, Chennai 600041  
Email: aarya4u@bairavtech.in



**BAIRAV TECH**

**BAIRAV TECH – BAIRAV TECH-2022/Team-B/EGS/210**

**15-07-2021**

**OFFER LETTER**

**To**

**AHILA R**

**Dear AHILA R,**

We are delighted to offer you an opportunity to join our team in the role of "**Information Security Analyst**". In your role, you will be a part of **Cyber Security Department** and you have to report to the Technical Head. You will be provided with your appointment order after successful completion of your degree. Until then you shall work as an Intern, and you will receive pay of Rs. 2 Lakhs/Annum. Your internship will start from **November 2021**. We will work closely with your institution to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you. Post internship you will be paid **Rs. 2.75 Lakhs/Annum** which will be detailed in your appointment order.

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To accept this offer, do sign in this offer letter and return it back to the HR.

Sincerely,

S.Aarya

Head – Talent Acquisition

Plot no. 60, Crystal Square Apartment,  
EVP Park Avenue, Thiruvanmiyur, Chennai 600041  
Email: aarya4u@bairavtech.in



**BAIRAV TECH**

**BAIRAV TECH – BAIRAV TECH-2022/Team-B/EGS/211**

**15-07-2021**

**OFFER LETTER**

**To**

**RAMYA K**

**Dear RAMYA K,**

We are delighted to offer you an opportunity to join our team in the role of "**Information Security Analyst**". In your role, you will be a part of **Cyber Security Department** and you have to report to the Technical Head. You will be provided with your appointment order after successful completion of your degree. Until then you shall work as an Intern, and you will receive pay of Rs. 2 Lakhs/Annum. Your internship will start from **November 2021**. We will work closely with your institution to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you. Post internship you will be paid **Rs. 2.75 Lakhs/Annum** which will be detailed in your appointment order.

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To accept this offer, do sign in this offer letter and return it back to the HR.

Sincerely,

S.Aarya

Head – Talent Acquisition

Plot no. 60, Crystal Square Apartment,  
EVP Park Avenue, Thiruvanmiyur, Chennai 600041  
Email: aarya4u@bairavtech.in





BAIRAV TECH

BAIRAV TECH – 2022/Team-B/EGS/200

15-07-2021

OFFER LETTER

To

MUTHUKUMAR N

Dear MUTHUKUMAR N,

We are delighted to offer you an opportunity to join our team in the role of "**Information Security Analyst**". In your role, you will be a part of **Cyber Security Department** and you have to report to the Technical Head. You will be provided with your appointment order after successful completion of your degree. Until then you shall work as an Intern, and you will receive pay of Rs. 2 Lakhs/Annum. Your internship will start from **November 2021**. We will work closely with your institution to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you. Post internship you will be paid **Rs. 2.75 Lakhs/Annum** which will be detailed in your appointment order.

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To accept this offer, do sign in this offer letter and return it back to the HR.

Sincerely,

S.Arya

Head – Talent Acquisition



BAIRAV TECH

BAIRAV TECH – 2022/Team-B/EGS/201

15-07-2021

OFFER LETTER

To

VIDHYASAGAR G

Dear VIDHYASAGAR G,

We are delighted to offer you an opportunity to join our team in the role of "**Information Security Analyst**". In your role, you will be a part of **Cyber Security Department** and you have to report to the Technical Head. You will be provided with your appointment order after successful completion of your degree. Until then you shall work as an Intern, and you will receive pay of Rs. 2 Lakhs/Annum. Your internship will start from **November 2021**. We will work closely with your institution to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you. Post internship you will be paid **Rs. 2.75 Lakhs/Annum** which will be detailed in your appointment order.

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To accept this offer, do sign in this offer letter and return it back to the HR.

Sincerely,

S.Arya

Head – Talent Acquisition



DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234816

Dear GUNASUNDARI M,

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

Your employment with **YSquare Technology** 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 definitive period of time.

As an employee of **YSquare Technology**, you are also eligible for our benefits program, which includes medical insurance, vacation time, etc.

Please confirm your acceptance of this offer by signing and returning this letter.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yaseen', with a stylized flourish at the end.

Director - Ysquare Technology, Chennai



DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234817

Dear HARISH V,

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

Your employment with **YSquare Technology** 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 definitive period of time.

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Please confirm your acceptance of this offer by signing and returning this letter.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yaseen'.

Director - Ysquare Technology, Chennai



DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234818

Dear SANJAYBHARATHI T,

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

Your employment with **YSquare Technology** 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 definitive period of time.

As an employee of **YSquare Technology**, you are also eligible for our benefits program, which includes medical insurance, vacation time, etc.

Please confirm your acceptance of this offer by signing and returning this letter.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yusef', written in a cursive style.

Director - Ysquare Technology, Chennai



DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234819

Dear DINESH D,

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

Your employment with **YSquare Technology** 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 definitive period of time.

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YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yusef', written in a cursive style.

Director - Ysquare Technology, Chennai



DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234820

Dear KARTHIKA P,

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

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We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yaseen', written in a cursive style.

Director - Ysquare Technology, Chennai



DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234821

Dear AMARESH R,

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

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YoursSincerely,

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Director - Ysquare Technology, Chennai





DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234822

Dear MOHAMED SHAGUL HAMEED T,

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

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YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yaseen', written in a cursive style.

Director - Ysquare Technology, Chennai



DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234809

Dear AASIKA S,

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

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YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yusef', written in a cursive style.

Director - Ysquare Technology, Chennai



DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234810

Dear JAYABHARATHI M,

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

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YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yaseer'.

Director - Ysquare Technology, Chennai



DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234811

Dear MAHALAKSHMI P,

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

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YoursSincerely,

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Director - Ysquare Technology, Chennai



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SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234812

Dear RAMYA K,

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

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We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yusef', with a stylized flourish at the end.

Director - Ysquare Technology, Chennai



DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234813

Dear SANTHOSH K,

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

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YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yaseen'.

Director - Ysquare Technology, Chennai



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SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234814

Dear VAISHNAVI S,

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

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We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yaseen', with a horizontal line underneath.

Director - Ysquare Technology, Chennai



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SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234815

Dear NILOFARNISHA S,

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

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YoursSincerely,

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Director - Ysquare Technology, Chennai





DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234820

Dear GAYATHIRI S,

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

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YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yaseen'.

Director - Ysquare Technology, Chennai



DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021  
YST/Chennai/202234821

Dear SASIREHA S

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

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YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yousif', written in a cursive style.

Director - YsquareTechnology, Chennai



DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai-600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234822

Dear SIVAPRASATH M

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

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We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yousif', written over a light blue circular stamp.

Director - Ysquare Technology, Chennai



DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai-600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/202234823

Dear RAGUVARAN R

We are happy to offer you the full time employee for the position of **Software Developer** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2.75 LPA** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

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YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yusef', written over a circular stamp.

Director - YsquareTechnology, Chennai



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- Legal
- Logistics
- Media

### Offer Letter

24.06.2022

**VEE TECH/BA/2022/215**

Dear **FOUZIA**,

Welcome to the Vee Family...! Congratulations!!! We are pleased to inform you that, you have been shortlisted as **Business Analyst** and you need to take the training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of **Rs 22500** to the company.

On successful completion of the training you will be on boarded on rolls of Vee Technologies as Processor Trainee. Our on boarding team will be in touch to update your date of joining and location before two weeks. This is only an interim offer and the training start date may be postponed or preponed based on the business need of the organization. The company or the educational institution will not be liable to the student to hire them if the business scenario changes.

After completing the joining formalities for training, based on the business requirements we would confirm the place of training and work and the candidates should be flexible to work from any of our locations.

You are required to submit the following documents while reporting to the duty:

- Photocopy of Academic Marks Cards (SSLC/HSC/UG Degree/PG mark sheets) - 2 Sets
- Photocopy of Address proof (Ration Card/Voter ID/Passport) -3 Copies
- Photocopy of ID Proof (Aadhar/Pan Card/Driving License)- 3 Copies
- 3 Passport size & 3 Stamp Size Photographs
- Reference Numbers of 3 persons (2 Professional and 1 Personal)
- Family Photo for ESI Coverage (2 Post card Size)
- Original SSLC or HSC document should be deposited with the company
- All Other original documents (Academic, Address & ID Proof) should be furnished for verification.

The facilities like hostel, Canteen and transport are optional services and may be available at certain locations, and the employee cannot demand the services

For any help/queries, Please write to [campusconnect@veetechnologies.com](mailto:campusconnect@veetechnologies.com)

*With best wishes,  
for Vee technologies Pvt. Ltd.,*

**Kesavan.M – Assistant Manager-Human Resources**

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel:+91 80 2226 6677

**Salem:** 4/14, Reddipatty Road, Mamangam, Salem - 636 302, Tel:+91 427 2341 064

**Chennai:** Tower-3 Special Module, Chennai One IT:Park SEZ, Thoraipakkam - 600 097, Tel:+91 044 2433 1235 **USA:**

**New York, 90 Park Avenue Suite' 1700, New York, NY 10016, Te1:646 837 0837**



The only Global Services company  
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We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

### Offer Letter

24.06.2022

**VEE TECH/BA/2022/213**

Dear **ABIRAMI K**,

Welcome to the Vee Family...! Congratulations!!! We are pleased to inform you that, you have been shortlisted as **Business Analyst** and you need to take the training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of **Rs 22500** to the company.

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- Reference Numbers of 3 persons (2 Professional and 1 Personal)
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*With best wishes,  
for Vee technologies Pvt. Ltd.,*

**Kesavan.M – Assistant Manager-Human Resources**

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**Salem:** 4/14, Reddipatty Road, Mamangam, Salem - 636 302, Tel:+91 427 2341 064

**Chennai:** Tower-3 Special Module, Chennai One IT:Park SEZ, Thoraipakkam - 600 097, Tel:+91 044 2433 1235 **USA:**

**New York, 90 Park Avenue Suite' 1700, New York, NY 10016, Te1:646 837 0837**

We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

Offer Letter

24.06.2022

**VEE TECH/BA/2022/214**

Dear **ARAVINTH D,**

Welcome to the Vee Family...! Congratulations!!! We are pleased to inform you that, you have been shortlisted as **Business Analyst** and you need to take the training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of **Rs 22500** to the company.

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*With best wishes,  
for Vee technologies Pvt. Ltd.,*



**Kesavan.M – Assistant Manager-Human Resources**

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel:+91 80 2226 6677

**Salem:** 4/14, Reddipatty Road, Mamangam, Salem - 636 302, Tel:+91 427 2341 064

**Chennai:** Tower-3 Special Module, Chennai One IT:Park SEZ, Thoraipakkam - 600 097, Tel:+91 044 2433 1235 **USA:**

**New York, 90 Park Avenue Suite' 1700, New York, NY 10016, Te1:646 837 0837**

We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

Offer Letter

24.06.2022

**VEE TECH/BA/2022/216**

Dear **HEMALATHA A,**

Welcome to the Vee Family...! Congratulations!!! We are pleased to inform you that, you have been shortlisted as **Business Analyst** and you need to take the training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of **Rs 22500** to the company.

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- Photocopy of Address proof (Ration Card/Voter ID/Passport) -3 Copies
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*With best wishes,*  
for Vee technologies Pvt. Ltd.,



**Kesavan.M – Assistant Manager-Human Resources**

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel:+91 80 2226 6677

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**New York, 90 Park Avenue Suite' 1700, New York, NY 10016, Te1:646 837 0837**



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- Healthcare
- Engineering
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- Media

**Offer Letter**

24.06.2022

**VEE TECH/BA/2022/217**

Dear **MOHAMED AZARUDEEN S,**

Welcome to the Vee Family...! Congratulations!!! We are pleased to inform you that, you have been shortlisted as **Business Analyst** and you need to take the training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of **Rs 22500** to the company.

On successful completion of the training you will be on boarded on rolls of Vee Technologies as Processor Trainee. Our on boarding team will be in touch to update your date of joining and location before two weeks. This is only an interim offer and the training start date may be postponed or preponed based on the business need of the organization. The company or the educational institution will not be liable to the student to hire them if the business scenario changes.

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- Photocopy of ID Proof (Aadhar/Pan Card/Driving License)- 3 Copies
- 3 Passport size & 3 Stamp Size Photographs
- Reference Numbers of 3 persons (2 Professional and 1 Personal)
- Family Photo for ESI Coverage (2 Post card Size)
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- All Other original documents (Academic, Address & ID Proof) should be furnished for verification.

The facilities like hostel, Canteen and transport are optional services and may be available at certain locations, and the employee cannot demand the services

For any help/queries, Please write to [campusconnect@veetechnologies.com](mailto:campusconnect@veetechnologies.com)

*With best wishes,*

*for Vee technologies Pvt. Ltd.,*



**Kesavan.M – Assistant Manager-Human Resources**

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel:+91 80 2226 6677

**Salem:** 4/14, Reddipatty Road, Mamangam, Salem - 636 302, Tel:+91 427 2341 064

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Offer Letter

24.06.2022

**VEE TECH/BA/2022/218**

Dear **NILA OLI K**,

Welcome to the Vee Family...! Congratulations!!! We are pleased to inform you that, you have been shortlisted as **Business Analyst** and you need to take the training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of **Rs 22500** to the company.

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### Offer Letter

24.06.2022

**VEE TECH/BA/2022/219**

Dear **SANGAVI V**,

Welcome to the Vee Family...! Congratulations!!! We are pleased to inform you that, you have been shortlisted as **Business Analyst** and you need to take the training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of **Rs 22500** to the company.

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- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

Offer Letter

24.06.2022

**VEE TECH/BA/2022/220**

Dear **SHAMEERAHAMED S,**

Welcome to the Vee Family...! Congratulations!!! We are pleased to inform you that, you have been shortlisted as **Business Analyst** and you need to take the training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of **Rs 22500** to the company.

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Offer Letter

24.06.2022

**VEE TECH/BA/2022/221**

Dear **UDHAYA KUMAR A,**

Welcome to the Vee Family...! Congratulations!!! We are pleased to inform you that, you have been shortlisted as **Business Analyst** and you need to take the training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of Rs **22500** to the company.

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Offer Letter

24.06.2022

**VEE TECH/BA/2022/222**

Dear **VENGADESHWARAN N,**

Welcome to the Vee Family...! Congratulations!!! We are pleased to inform you that, you have been shortlisted as **Business Analyst** and you need to take the training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of **Rs 22500** to the company.

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**Interim offer Letter**

24.06.2022  
VEE TECH/BA/2022/223

Dear **BAVISTI B**,

Welcome to the Vee Family...! Congratulations!!! We are pleased to inform you that, you have been shortlisted as **Business Analyst** and you need to take the training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of **Rs 22500** to the company.

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**Interim offer Letter**

24.06.2022

VEE TECH/BA/2022/224

Dear **KARUNAKARAN N,**

Welcome to the Vee Family...! Congratulations!!! We are pleased to inform you that, you have been shortlisted as **Business Analyst** and you need to take the training with our sister concern Sona Yukti Pvt Ltd, who will help you with the employability skill training. Vee Technologies will bear all the training expenses for this program for successful candidates. If for any reason you drop out from the training program after first three days you are liable to pay back the recruitment and training expenses of **Rs 22500** to the company.

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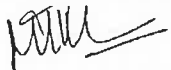
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## OFFER LETTER

Offer Letter No. ST-212022/G152 Dated 24.06.2022

Dear Ahila R,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

We would like you to start working on **05.07.2022** at 9.30 A.M. Report to Ms. S. Isha, HR team for documentation and orientation. If this date is not acceptable, then reach out the above mentioned authority immediately through mail.

We are confident that you will be able to make a significant contribution to the success of our Sadhaya Telecom and look forward to working with you.

**For Sadhaya Telecom,**

**S.Isha  
HR Team  
Sadhaya Telecom**



## OFFER LETTER

Offer Letter No. ST-212021/G153 Dated 24.06.2022

Dear Abinesh M,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

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We are confident that you will be able to make a significant contribution to the success of our Sadhaya Telecom and look forward to working with you.

**For Sadhaya Telecom,**

**S.Isha  
HR Team  
Sadhaya Telecom**



## OFFER LETTER

Offer Letter No. ST-212022/G154 Dated 24.06.2022

Dear Kamalraj R,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

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For Sadhaya Telecom,

**S.Isha**  
**HR Team**  
**Sadhaya Telecom**



## OFFER LETTER

Offer Letter No. ST-212022/G155 Dated 24.06.2022

Dear Mani Rathnam A,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

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**For Sadhaya Telecom,**

**S.Isha**  
**HR Team**  
**Sadhaya Telecom**



## OFFER LETTER

Offer Letter No. ST-212022/G156 Dated 24.06.2022

Dear Poonkothai K,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

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**For Sadhaya Telecom,**

**S.Isha  
HR Team  
Sadhaya Telecom**



## OFFER LETTER

Offer Letter No. ST-212022/G157 Dated 24.06.2022

Dear Sivananthamoorthi P,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

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We are confident that you will be able to make a significant contribution to the success of our Sadhaya Telecom and look forward to working with you.

**For Sadhaya Telecom,**

**S.Isha  
HR Team  
Sadhaya Telecom**



## OFFER LETTER

Offer Letter No. ST-212022/G158 Dated 24.06.2022

Dear Sureshraj R R,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

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**For Sadhaya Telecom,**

**S.Isha**  
**HR Team**  
**Sadhaya Telecom**



## OFFER LETTER

Offer Letter No. ST-212022/G159 Dated 24.06.2022

Dear SEETHALAKSHMI L,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

We would like you to start working on **05.07.2022** at 9.30 A.M. Report to Ms. S. Isha, HR team for documentation and orientation. If this date is not acceptable, then reach out the above mentioned authority immediately through mail.

We are confident that you will be able to make a significant contribution to the success of our **Sadhaya Telecom** and look forward to working with you.

For **Sadhaya Telecom**,

**S.Isha**  
**HR Team**  
**Sadhaya Telecom**





## OFFER LETTER

**Offer Letter No. ST-212022/G160 Dated 24.06.2022**

Dear ASWINI V,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

We would like you to start working on **05.07.2022** at 9.30 A.M. Report to Ms. S. Isha, HR team for documentation and orientation. If this date is not acceptable, then reach out the above mentioned authority immediately through mail.

We are confident that you will be able to make a significant contribution to the success of our Sadhaya Telecom and look forward to working with you.

For Sadhaya Telecom,

**S.Isha  
HR Team  
Sadhaya Telecom**



## OFFER LETTER

Offer Letter No. ST-212022/G161 Dated 24.06.2022

Dear GOPINATH R,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

We would like you to start working on **05.07.2022** at 9.30 A.M. Report to Ms. S. Isha, HR team for documentation and orientation. If this date is not acceptable, then reach out the above mentioned authority immediately through mail.

We are confident that you will be able to make a significant contribution to the success of our **Sadhaya Telecom** and look forward to working with you.

**For Sadhaya Telecom,**

**S.Isha**  
**HR Team**  
**Sadhaya Telecom**



## OFFER LETTER

**Offer Letter No. ST-212022/G162 Dated 24.06.2022**

Dear SWETHA K S,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

We would like you to start working on **05.07.2022** at 9.30 A.M. Report to Ms. S. Isha, HR team for documentation and orientation. If this date is not acceptable, then reach out the above mentioned authority immediately through mail.

We are confident that you will be able to make a significant contribution to the success of our **Sadhaya Telecom** and look forward to working with you.

For **Sadhaya Telecom**,

**S.Isha**  
**HR Team**  
**Sadhaya Telecom**



## OFFER LETTER

Offer Letter No. ST-212022/G147 Dated 24.06.2022

Dear Keerthivasan B,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

We would like you to start working on **05.07.2022** at 9.30 A.M. Report to Ms. S. Isha, HR team for documentation and orientation. If this date is not acceptable, then reach out the above mentioned authority immediately through mail.

We are confident that you will be able to make a significant contribution to the success of our **Sadhaya Telecom** and look forward to working with you.

**For Sadhaya Telecom,**

**S.Isha  
HR Team  
Sadhaya Telecom**



## OFFER LETTER

Offer Letter No. ST-212022/G148 Dated 24.06.2022

Dear Sujithvarman S,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

We would like you to start working on **05.07.2022** at 9.30 A.M. Report to Ms. S. Isha, HR team for documentation and orientation. If this date is not acceptable, then reach out the above mentioned authority immediately through mail.

We are confident that you will be able to make a significant contribution to the success of our Sadhaya Telecom and look forward to working with you.

**For Sadhaya Telecom,**

**S.Isha**  
**HR Team**  
**Sadhaya Telecom**



## OFFER LETTER

Offer Letter No. ST-212022/G149 Dated 24.06.2022

Dear Vishnu R,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

We would like you to start working on **05.07.2022** at 9.30 A.M. Report to Ms. S. Isha, HR team for documentation and orientation. If this date is not acceptable, then reach out the above mentioned authority immediately through mail.

We are confident that you will be able to make a significant contribution to the success of our Sadhaya Telecom and look forward to working with you.

**For Sadhaya Telecom,**

**S.Isha  
HR Team  
Sadhaya Telecom**



## OFFER LETTER

Offer Letter No. ST-212022/G150 Dated 24.06.2022

Dear ManivannanK,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

We would like you to start working on **05.07.2022** at 9.30 A.M. Report to Ms. S. Isha, HR team for documentation and orientation. If this date is not acceptable, then reach out the above mentioned authority immediately through mail.

We are confident that you will be able to make a significant contribution to the success of our Sadhaya Telecom and look forward to working with you.

**For Sadhaya Telecom,**

**S.Isha**  
**HR Team**  
**Sadhaya Telecom**



## OFFER LETTER

Offer Letter No. ST-212022/G151 Dated 24.06.2022

Dear VikneswaranS,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

We would like you to start working on **05.07.2022** at 9.30 A.M. Report to Ms. S. Isha, HR team for documentation and orientation. If this date is not acceptable, then reach out the above mentioned authority immediately through mail.

We are confident that you will be able to make a significant contribution to the success of our Sadhaya Telecom and look forward to working with you.

**For Sadhaya Telecom,**

**S.Isha  
HR Team  
Sadhaya Telecom**





## OFFER LETTER

Offer Letter No. ST-212022/G163 Dated 24.06.2022

Dear HARIKRISHNAN S,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

We would like you to start working on **05.07.2022** at 9.30 A.M. Report to Ms. S. Isha, HR team for documentation and orientation. If this date is not acceptable, then reach out the above mentioned authority immediately through mail.

We are confident that you will be able to make a significant contribution to the success of our Sadhaya Telecom and look forward to working with you.

**For Sadhaya Telecom,**

**S.Isha  
HR Team  
Sadhaya Telecom**



## OFFER LETTER

Offer Letter No. ST-212022/G164 Dated 24.06.2022

Dear KALIDOSS S,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**Network Engineer**” with an annual cost to company **Rs. 2,67,000/-**. You have to report to the Network Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

We would like you to start working on **05.07.2022** at 9.30 A.M. Report to Ms. S. Isha, HR team for documentation and orientation. If this date is not acceptable, then reach out the above mentioned authority immediately through mail.

We are confident that you will be able to make a significant contribution to the success of our **Sadhaya Telecom** and look forward to working with you.

**For Sadhaya Telecom,**

**S.Isha  
HR Team  
Sadhaya Telecom**



Chandrasekar S &lt;drck@egspec.org&gt;

**Fwd: GODB OFFER**

1 message

u akash <akashuthaya22@gmail.com>  
To: drck@egspec.org

Fri, Dec 10, 2021 at 4:21 PM

----- Forwarded message -----

From: radha radha <radha@godbtech.com>  
Date: Thu 2 Dec, 2021, 7:51 PM  
Subject: GODB OFFER  
To: <akashuthaya22@gmail.com>

Dear Akash,

Congratulations !!! we are glad to offer you appointment as a Trainee under the following terms and conditions:

You will be under training for a period of 4 months. . The Salary during the Training period will be Rs 12,500/-

After the successful training, you would be converted as a regular employee on the rolls of the company in based on the performance during the training period.

The salary would be Rs. 21,600/- after the conversion as regular employee (PF &ESI deduction applicable). You would be on probation for six months and you would be confirmed as a regular employee with additional benefit such as Mediclaim policy for self and dependent family members, privilege leave which can be encashed.

You need to sign a non disclosure agreement while joining.

Please send us a confirmation of acceptance of the above mentioned terms and conditions, so that I can go ahead with the appointment order.

.Thank you

Regards

Radha V

044-43997743/7871143224



## Offer Letter

We hereby Congratulate the below list of students for getting selected as "Trainee" in the Interview conducted on 27/May/2022 at E.G.S Engineering College, Nagapattinam.

The CTC is INR 2,58,000/-per annum (Inclusive food, Transportation, PF, etc). The joining date will be tentatively in July to August 2022.

S.NO	NAME	Mobile Num	DEPARTMENT
1	HARINIG	8220700215	ECE - EGS Pillay Engineering College
2	SHALINI S	9342778331	ECE - EGS Pillay Engineering College
3	REVATHI K	6383906049	ECE - EGS Pillay Engineering College
4	NIRAJMATHI V	9843833528	ECE - EGS Pillay Engineering College
5	ATEHAYAS	8825738779	ECE - EGS Pillay Engineering College
6	ARTHIS	6382569799	ECE - EGS Pillay Engineering College
7	AARUNAYA	9943769842	ECE - EGS Pillay Engineering College

V. Sampath Kumar,  
General Manager,  
HR & Finance.

Date: 27/05/2022

Place: Nagapattinam

**YAMAHA MOTOR ELECTRONICS INDIA PVT. LTD.**

Plot No. VV2, SIPCOT Industrial Park, Village Vaidagar Village, Eelloor Post, Tirupattur Taluk, Kandiyur District - 602 105, Tamilnadu, INDIA.  
Tel: +91 44 33741700, 01, www.yamaha-motor.com - CIN: U35900TN2012FTC080547

Date: 22/04/2021

Dear CHELLAMMAL R

Ref No: FS/HR/201

In accordance to our discussion, we have pleasure in selecting you as a HR Recruiter with effect from **05.07.2022**

You will be on probation for a period of SIX months from the date of your appointment and will be subject to confirmation on satisfactory completion of the probation period. You shall be in employment of First source (hereinafter referred to as the Company, which includes any of its group concerns or subsidiaries or associate concerns). This supersedes all earlier letters/ contracts related to employment or hire of services.

Your appointment shall be subject to the Terms and Conditions as follows:

**APPOINTMENT**

a) Your Gross Salary will be **Rs.21, 400** -per month

The breakup of salary components and allowances would be as per the company policy. Variable element will be communicated to you separately. These components may vary from time to time depending on the policy of the company. In addition, if you are eligible for any other perquisites as per the Company's policy, the same will be communicated to you separately.

b) Your appointment will be further subject to verification of your credentials, testimonials and other particulars mentioned in your application at the time of your appointment. In case, the information provided is found wrong, your appointment shall deemed to be cancelled, irrespective of whether you have joined duty upon your selection.

Wishing you the very best in your career with us.

Thanking you

*Suresh Kumar*

**Suresh Kumar**

**HR manager**

Date: 22/04/2021

Dear NISHANTHINI K

Ref No: FS/HR/202

In accordance to our discussion, we have pleasure in selecting you as a HR Recruiter with effect from **05.07.2022**

You will be on probation for a period of SIX months from the date of your appointment and will be subject to confirmation on satisfactory completion of the probation period. You shall be in employment of First source (hereinafter referred to as the Company, which includes any of its group concerns or subsidiaries or associate concerns). This supersedes all earlier letters/ contracts related to employment or hire of services.

Your appointment shall be subject to the Terms and Conditions as follows:

**APPOINTMENT**

a) Your Gross Salary will be **Rs.21, 400** -per month

The breakup of salary components and allowances would be as per the company policy. Variable element will be communicated to you separately. These components may vary from time to time depending on the policy of the company. In addition, if you are eligible for any other perquisites as per the Company's policy, the same will be communicated to you separately.

b) Your appointment will be further subject to verification of your credentials, testimonials and other particulars mentioned in your application at the time of your appointment. In case, the information provided is found wrong, your appointment shall deemed to be cancelled, irrespective of whether you have joined duty upon your selection.

Wishing you the very best in your career with us.

Thanking you

  
**Suresh Kumar**

**HR manager**



Date: 22/04/2021

Dear SHALINI M

Ref No: FS/HR/203

In accordance to our discussion, we have pleasure in selecting you as a HR Recruiter with effect from **05.07.2022**

You will be on probation for a period of SIX months from the date of your appointment and will be subject to confirmation on satisfactory completion of the probation period. You shall be in employment of First source (hereinafter referred to as the Company, which includes any of its group concerns or subsidiaries or associate concerns). This supersedes all earlier letters/ contracts related to employment or hire of services.

Your appointment shall be subject to the Terms and Conditions as follows:

**APPOINTMENT**

a) Your Gross Salary will be **Rs.21, 400** -per month

The breakup of salary components and allowances would be as per the company policy. Variable element will be communicated to you separately. These components may vary from time to time depending on the policy of the company. In addition, if you are eligible for any other perquisites as per the Company's policy, the same will be communicated to you separately.

b) Your appointment will be further subject to verification of your credentials, testimonials and other particulars mentioned in your application at the time of your appointment. In case, the information provided is found wrong, your appointment shall deemed to be cancelled, irrespective of whether you have joined duty upon your selection.

Wishing you the very best in your career with us.

Thanking you

  
**Suresh Kumar**

**HR manager**

Date: 26<sup>th</sup> May 2022

Dear Nesapriya.M,

**Sub: Provisional Offer letter for Trainee Tutor position**

We are pleased to offer you the provisional position for a **“Trainee Tutor”** on the following Terms and conditions and your date of joining will be during July, 2022.

**I.** You are entitled to a 30-days Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.

**II.** Please note that your confirmation of this **‘Work-from-home’ (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **‘Training and Certification’** and also subject to your being awarded your Degree this year in your respective course.

**III.** 100% attendance is compulsory during the **Online ‘Training and Certification’ Program**.

**IV.** Prerequisite for the above **‘Training and Certification’** program & WFH Employment: **Trainee should have Laptop or Desktop with UPS + Broadband Internet.**

**V.** Your WFH employment option would continue for a few months in view of the ongoing **COVID Pandemic**, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines. You can take work from home employment if you are interested and the approval is based on your performance.

**VI.** Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office only for Female Employees.

**Work-from-Home Employment Terms & Conditions**

a) Your total annual compensation package will be **Rs. 2,50,000/- (Rupees Two Lakh Fifty thousand Only)** per annum on Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining us.

b) Your **take-home salary may vary** at the time of joining as well as during the course of your employment with us, depending on the revisions in the **PF / ESI statutory regulations** set by the State / Central Government from time to time.

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 016.  
Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.  
CIN : U85110MH2004PTC263264





- a) Your services are liable for transfer/deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.
- b) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.
- c) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.
- d) You would be required to work with our Company for a minimum period of 1 year. In the case of earlier separation, the Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum up to or equivalent to your notice-period gross salary.

You would also be required to submit your original marks card, which will be in our safe-custody during the agreed-upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgment to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

The "Rules of Employment" and "Code of Conduct" of the company will govern you, currently in force and as amended from time to time. You will sign a "Confidentiality Agreement" and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust. You shall be entitled to leaves as per company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with/without assigning any reasons thereof.

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264



The discretion of Focus Edumatics Pvt. Ltd. is final and binding.  
We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

**Thanking**

**you, Yours**

**sincerely,  
For Focus Edumatics Pvt. Ltd,**

**Authorized Signatory**

Kindly do read the terms and conditions as per the 'Provisional Offer Letter' issued to you and accept the same and the joining with effect from **May 2022**.  
Where the date will be announced shortly.

Before signing and accepting this offer letter, please ensure that all promises made to you during recruitment are documented in this letter.

A formal letter of appointment will be issued to you as per company policy upon joining the organization.

This letter is valid only on or before August 2022, failing which this offer letter stands cancelled.

**Name : Nesapriya.M**

**Signature:**

**Place: Coimbatore**

**Date : 26<sup>th</sup> May 2022**

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264

Date: 26<sup>th</sup> May 2022

Dear P.Pavithraj,

**Sub: Provisional Offer letter for Trainee Tutor position**

We are pleased to offer you the provisional position for a **"Trainee Tutor"** on the following Terms and conditions and your date of joining will be during July, 2022.

I. You are entitled to a 30-days Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.

II. Please note that your confirmation of this **'Work-from-home' (WFH) Employment** with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online **'Training and Certification'** and also subject to your being awarded your Degree this year in your respective course.

III. 100% attendance is compulsory during the **Online 'Training and Certification' Program**.

IV. Prerequisite for the above **'Training and Certification'** program & WFH Employment: **Trainee should have Laptop or Desktop with UPS + Broadband Internet.**

V. Your WFH employment option would continue for a few months in view of the ongoing **COVID Pandemic**, but you may be asked to **Work-from-office** once this situation improves and as per the MH&FW guidelines. You can take work from home employment if you are interested and the approval is based on your performance.

VI. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office only for Female Employees.

**Work-from-Home Employment Terms & Conditions**

a) Your total annual compensation package will be **Rs. 2,50,000/- (Rupees Two Lakh Fifty thousand Only)** per annum on Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining us.

b) Your **take-home salary may vary** at the time of joining as well as during the course of your employment with us, depending on the revisions in the **PF / ESI statutory regulations** set by the State / Central Government from time to time.

**FOCUS EDUMATICS PVT. LTD.**  
**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264



- a) Your services are liable for transfer/deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.
- b) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.
- c) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.
- d) You would be required to work with our Company for a minimum period of 1 year. In the case of earlier separation, the Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum up to or equivalent to your notice-period gross salary.

You would also be required to submit your original marks card, which will be in our safe-custody during the agreed-upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgment to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

The "Rules of Employment" and "Code of Conduct" of the company will govern you, currently in force and as amended from time to time. You will sign a "Confidentiality Agreement" and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust. You shall be entitled to leaves as per company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with/without assigning any reasons thereof.

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264



The discretion of Focus Edumatics Pvt. Ltd. is final and binding.  
We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

**Thanking**

**you, Yours**

**sincerely,  
For Focus Edumatics Pvt. Ltd,**

**Authorized Signatory**

Kindly do read the terms and conditions as per the 'Provisional Offer Letter' issued to you and accept the same and the joining with effect from **May 2022**.  
Where the date will be announced shortly.

Before signing and accepting this offer letter, please ensure that all promises made to you during recruitment are documented in this letter.

A formal letter of appointment will be issued to you as per company policy upon joining the organization.

This letter is valid only on or before August 2022, failing which this offer letter stands cancelled.

**Name : P.Pavithraj**

**Signature:**

**Place: Coimbatore**

**Date : 26<sup>th</sup> May 2022**

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

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CIN : U85110MH2004PTC263264



## SUBSEL TECH SOLUTION

**25-March-2022**

To

**Lingeshwari V,  
BE - ECE  
EGS PILLAI Engineering College,  
Nagapattinam,  
Tamil Nadu, India**

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

Dear **Lingeshwari V**,

Thank you for exploring career opportunities with Subsel Tech Solution Thiruvarur. You have successfully completed our selection process and we are pleased to make you this offer of employment for the position of **Software Developer**. Please accept this offer by signing and returning a copy of this letter to us within 3 business days.

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer. As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure2.

If there are any aspects of this offer that you wish to discuss further, please contact the HR at [info@subseltechsolution.com](mailto:info@subseltechsolution.com)

We look forward to your acceptance of this offer, and believe that you would contribute greatly to our team in this exciting period for our Company. We also take this opportunity to welcome you to Subsel Tech Solution and look forward to your joining.

**Tentative Joining Date: April 5<sup>th</sup> 2022**

## ANNEXURE1-COMPENSATION & BENEFITS

Annual compensation structure as per the Company guidelines are:

Component	Description	Annual	Month
Payroll Salary	Basic	96000	8000
	HRA	38400	3200
	Conveyance Allowance	19200	1600
	Medical Allowance	15000	1250
	Persona Pay	71400	5950
<b>Deductions</b>			
<b>Bonus</b>			
<b>Cost to Company</b>		<b>240000</b>	<b>20000</b>

10000/- per month will be paid during internship/Training Period

## ANNEXURE2-REQUIRED DOCUMENTATION

- Two copies of your recent passport size photographs
- PAN card copy
- Signed hard copy of the offer letter
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester marksheets
- Relieving Letters from previous employer (if Applicable)
- Experience Certificate from previous employers (if Applicable)
- Passport Copy, if available (if not please apply immediately)
- Signed hard copy of Service Agreement – will be sent a week before your joining date

## ANNEXURE3-TERMS OF EMPLOYMENT

### 1. COMMENCEMENT OF EMPLOYMENT AND PERIOD OF PROBATION:

Your employment commences on **April 5<sup>th</sup> 2022**. Your employment will be subject to a period of probation of **six months**. If during your period of probation, your performance is satisfactory to the Company, then your appointment will be confirmed. Your period of probation may be extended by the Company if deemed necessary, without assigning any reason.

### 2. JOB TITLE, DUTIES AND WORKING HOURS:

Your job title is stated in the accompanying offer letter. This title may be subject to change and does not define or limit your duties. You may be required to carry out other duties, which the Company reasonably considers appropriate, to undertake any training or retraining and to obtain and retain qualifications. Your regular working hours will be from 10:00 am to 07:00pm, Monday to Friday (Occasionally if the workload demands you might be required to come on Saturdays). You will be required to work a minimum of 40 hours per week, excluding breaks. Business requirements may necessitate a change to your working hours from time to time, which you agree to follow.

You would require to work with our Partner companies based on the requirements.

**3. WORKPLACE:**

Your primary place of work will be the Company's office in Thiruvavur. You may be transferred to our Partner Company Location in Coimbatore.

**4. LEAVE ENTITLEMENT:**

You are entitled to 12 days of Casual Leave, 10 Sick Leaves and 13 Public Holidays per annum (total of 35 leaves in a calendar year).

**5. INTELLECTUAL PROPERTY RIGHTS:**

You shall promptly disclose and deliver to the Company: (a) full details, including drawings and models, of any inventions, discoveries or improvements which are originated, conceived, written or made by you at any time during your employment, (b) all copyright works or designs originated, conceived, written or made by you during your employment. You hereby assign to the Company, by way of future assignments, with full title guarantee all copyright, design rights and other proprietary rights for their full terms throughout the world, exclusively, in respect of all works and material originated, conceived, written or made by you during the course of your employment. You hereby irrevocably and unconditionally waive in favor of the Company any and all moral rights conferred on you now or in future in force in any part of the world for any work the rights in which are vested in the Company.

You will not use any third-party data or materials that are not validly licensed by the Company, unless authorized by your manager in writing. You shall promptly notify the Chief Executive Office of the Company of all such authorizations received by you.

You will not violate the Intellectual Property Rights of any third party in the course of your employment. If the Company is held liable for any violation by you, you will indemnify the Company against any losses, liabilities, litigation and expenses.

**6. EXCLUSIVITY:**

This offer is for an exclusive, full-time employment. During your employment, you will devote your complete time and attention to the duties assigned to you by the Company. Therefore, unless the Chief Executive Officer of the Company consents specifically for each instance in writing, you shall not directly or indirectly: (a) engage in or be concerned with any other commercial activity; (b) provide services to any Person - whether as an employee, officer, director, agent, partner, consultant or otherwise - other than as directed by the Company; (c) conduct any non-business activity or hold any public office; (d) have any financial or commercial interest in any Person; (e) accept any other engagement or appointment with any Person; whether or not such other commercial activity, person or entity competes with the business of the Company or any Affiliate.

**7. TERMINATION:**

You may terminate this employment by providing us a written notice of termination, clearly stating your intent, at least two months in advance. You should survive two months of notice period or else you need to pay two months of your salary. If the Company wishes to terminate your employment during the period of your probation, it will provide you a written notice of termination at least one month in advance.

Notwithstanding the foregoing, the Company may terminate your employment without notice and compensation if such termination is by reason of your misconduct or your breach of terms of this Agreement.

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If your termination is found to be erroneous or wrongful by any Court in India, the maximum liability of the Company shall not exceed your basic salary of a month.

**KINDLY SIGN THIS AGREEMENT AFTER YOU HAVE READ THIS AGREEMENT IN ITS ENTIRETY AND YOU UNDERSTAND IT FULLY. BY SIGNING THIS AGREEMENT, YOU ACKNOWLEDGE THAT YOU ARE SATISFIED WITH THESE TERMS OF EMPLOYMENT AND YOU ACCEPT THIS EMPLOYMENT OFFER AS IS PRESENTED TO YOU IN THIS AGREEMENT.**

**Offer made by  
SUBSEL TECH SOLUTION**

**Offer accepted by me**



.....  
**Abinaya S  
Managing Partner  
Date: 25<sup>th</sup> March 2022  
Place: Thiruvarur**

.....  
**Name: Lingeswari V**

**Date:  
Place:**





## SUBSEL TECH SOLUTION

**25-March-2022**

**To**

**Sivaranjani T,  
B Tech -IT  
EGS PILLAI Engineering College,  
Nagapattinam,  
Tamil Nadu, India**

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

Dear **Sivaranjani T**,

Thank you for exploring career opportunities with Subsel Tech Solution Thiruvarur. You have successfully completed our selection process and we are pleased to make you this offer of employment for the position of **Software Developer**. Please accept this offer by signing and returning a copy of this letter to us within 3 business days.

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer. As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure2.

If there are any aspects of this offer that you wish to discuss further, please contact the HR at [info@subseltechsolution.com](mailto:info@subseltechsolution.com)

We look forward to your acceptance of this offer, and believe that you would contribute greatly to our team in this exciting period for our Company. We also take this opportunity to welcome you to Subsel Tech Solution and look forward to your joining.

**Tentative Joining Date: April 5<sup>th</sup> 2022**

## ANNEXURE1-COMPENSATION & BENEFITS

Annual compensation structure as per the Company guidelines are:

Component	Description	Annual	Month
Payroll Salary	Basic	96000	8000
	HRA	38400	3200
	Conveyance Allowance	19200	1600
	Medical Allowance	15000	1250
	Persona Pay	71400	5950
Deductions			
Bonus			
Cost to Company		240000	20000

10000/- per month will be paid during internship/Training Period

## ANNEXURE2-REQUIRED DOCUMENTATION

- Two copies of your recent passport size photographs
- PAN card copy
- Signed hard copy of the offer letter
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester marksheets
- Relieving Letters from previous employer (if Applicable)
- Experience Certificate from previous employers (if Applicable)
- Passport Copy, if available (if not please apply immediately)
- Signed hard copy of Service Agreement – will be sent a week before your joining date

## ANNEXURE3-TERMS OF EMPLOYMENT

### 1. COMMENCEMENT OF EMPLOYMENT AND PERIOD OF PROBATION:

Your employment commences on **April 5<sup>th</sup> 2022**. Your employment will be subject to a period of probation of **six months**. If during your period of probation, your performance is satisfactory to the Company, then your appointment will be confirmed. Your period of probation may be extended by the Company if deemed necessary, without assigning any reason.

### 2. JOB TITLE, DUTIES AND WORKING HOURS:

Your job title is stated in the accompanying offer letter. This title may be subject to change and does not define or limit your duties. You may be required to carry out other duties, which the Company reasonably considers appropriate, to undertake any training or retraining and to obtain and retain qualifications. Your regular working hours will be from 10:00 am to 07:00pm, Monday to Friday (Occasionally if the workload demands you might be required to come on Saturdays). You will be required to work a minimum of 40 hours per week, excluding breaks. Business requirements may necessitate a change to your working hours from time to time, which you agree to follow.

You would require to work with our Partner companies based on the requirements.

**3. WORKPLACE:**

Your primary place of work will be the Company's office in Thiruvapur. You may be transferred to our Partner Company Location in Coimbatore.

**4. LEAVE ENTITLEMENT:**

You are entitled to 12 days of Casual Leave, 10 Sick Leaves and 13 Public Holidays per annum (total of 35 leaves in a calendar year).

**5. INTELLECTUAL PROPERTY RIGHTS:**

You shall promptly disclose and deliver to the Company: (a) full details, including drawings and models, of any inventions, discoveries or improvements which are originated, conceived, written or made by you at any time during your employment, (b) all copyright works or designs originated, conceived, written or made by you during your employment. You hereby assign to the Company, by way of future assignments, with full title guarantee all copyright, design rights and other proprietary rights for their full terms throughout the world, exclusively, in respect of all works and material originated, conceived, written or made by you during the course of your employment. You hereby irrevocably and unconditionally waive in favor of the Company any and all moral rights conferred on you now or in future in force in any part of the world for any work the rights in which are vested in the Company.

You will not use any third-party data or materials that are not validly licensed by the Company, unless authorized by your manager in writing. You shall promptly notify the Chief Executive Office of the Company of all such authorizations received by you.

You will not violate the Intellectual Property Rights of any third party in the course of your employment. If the Company is held liable for any violation by you, you will indemnify the Company against any losses, liabilities, litigation and expenses.

**6. EXCLUSIVITY:**

This offer is for an exclusive, full-time employment. During your employment, you will devote your complete time and attention to the duties assigned to you by the Company. Therefore, unless the Chief Executive Officer of the Company consents specifically for each instance in writing, you shall not directly or indirectly: (a) engage in or be concerned with any other commercial activity; (b) provide services to any Person - whether as an employee, officer, director, agent, partner, consultant or otherwise - other than as directed by the Company; (c) conduct any non-business activity or hold any public office; (d) have any financial or commercial interest in any Person; (e) accept any other engagement or appointment with any Person; whether or not such other commercial activity, person or entity competes with the business of the Company or any Affiliate.

**7. TERMINATION:**

You may terminate this employment by providing us a written notice of termination, clearly stating your intent, at least two months in advance. You should survive two months of notice period or else you need to pay two months of your salary. If the Company wishes to terminate your employment during the period of your probation, it will provide you a written notice of termination at least one month in advance.

Notwithstanding the foregoing, the Company may terminate your employment without notice and compensation if such termination is by reason of your misconduct or your breach of terms of this Agreement.

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If your termination is found to be erroneous or wrongful by any Court in India, the maximum liability of the Company shall not exceed your basic salary of a month.

**KINDLY SIGN THIS AGREEMENT AFTER YOU HAVE READ THIS AGREEMENT IN ITS ENTIRETY AND YOU UNDERSTAND IT FULLY. BY SIGNING THIS AGREEMENT, YOU ACKNOWLEDGE THAT YOU ARE SATISFIED WITH THESE TERMS OF EMPLOYMENT AND YOU ACCEPT THIS EMPLOYMENT OFFER AS IS PRESENTED TO YOU IN THIS AGREEMENT.**

**Offer made by  
SUBSEL TECH SOLUTION**

**Offer accepted by me**



.....  
**Abinaya S  
Managing Partner  
Date: 25<sup>th</sup> March 2022  
Place: Thiruvarur**

.....  
**Name: Sivaranjani T**

**Date:  
Place:**





## SUBSEL TECH SOLUTION

25-March-2022

To  
**Indira T,**  
**MCA**  
**EGS PILLAI Engineering College,**  
**Nagapattinam,**  
**Tamil Nadu, India**

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

Dear **Indira T,**

Thank you for exploring career opportunities with Subsel Tech Solution Thiruvarur. You have successfully completed our selection process and we are pleased to make you this offer of employment for the position of **Software Developer**. Please accept this offer by signing and returning a copy of this letter to us within 3 business days.

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer. As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure2.

If there are any aspects of this offer that you wish to discuss further, please contact the HR at [info@subseltechsolution.com](mailto:info@subseltechsolution.com)

We look forward to your acceptance of this offer, and believe that you would contribute greatly to our team in this exciting period for our Company. We also take this opportunity to welcome you to Subsel Tech Solution and look forward to your joining.

**Tentative Joining Date: April 5<sup>th</sup> 2022**

## ANNEXURE1-COMPENSATION & BENEFITS

Annual compensation structure as per the Company guidelines are:

Component	Description	Annual	Month
Payroll Salary	Basic	96000	8000
	HRA	38400	3200
	Conveyance Allowance	19200	1600
	Medical Allowance	15000	1250
	Persona Pay	71400	5950
Deductions			
Bonus			
Cost to Company		240000	20000

10000/- per month will be paid during internship/Training Period

## ANNEXURE2-REQUIRED DOCUMENTATION

- Two copies of your recent passport size photographs
- PAN card copy
- Signed hard copy of the offer letter
- Copy of Degree/PG/Diploma (wherever applicable)certificates
- Copy of all semester marksheets
- Relieving Letters from previous employer(if Applicable)
- Experience Certificate from previous employers(if Applicable)
- Passport Copy, if available(if not please apply immediately)
- Signed hard copy of Service Agreement – will be sent a week before your joining date

## ANNEXURE3-TERMS OF EMPLOYMENT

### 1. COMMENCEMENT OF EMPLOYMENT AND PERIOD OF PROBATION:

Your employment commences on **April 5<sup>th</sup> 2022**. Your employment will be subject to a period of probation of **six months**. If during your period of probation, your performance is satisfactory to the Company, then your appointment will be confirmed. Your period of probation may be extended by the Company if deemed necessary, without assigning any reason.

### 2. JOB TITLE, DUTIES AND WORKINGHOURS:

Your job title is stated in the accompanying offer letter. This title may be subject to change and does not define or limits your duties. You may be required to carry out other duties, which the Company reasonably considers appropriate, to undertake any training or retraining and to obtain and retain qualifications. Your regular working hours will be from 10:00 am to 07:00pm, Monday to Friday (Occasionally if the workload demands you might be required to come on Saturdays). You will be required to work a minimum of 40 hours per week, excluding breaks. Business requirements may necessitate a change to your working hours from time to time, which you agree to follow.

You would require to work with our Partner companies based on the requirements.

### **3. WORKPLACE:**

Your primary place of work will be the Company's office in Thiruvavur. You may be transferred to our Partner Company Location in Coimbatore.

### **4. LEAVE ENTITLEMENT:**

You are entitled to 12 days of Casual Leave, 10 Sick Leaves and 13 Public Holidays per annum (total of 35 leaves in a calendar year).

### **5. INTELLECTUAL PROPERTY RIGHTS:**

You shall promptly disclose and deliver to the Company: (a) full details, including drawings and models, of any inventions, discoveries or improvements which are originated, conceived, written or made by you at any time during your employment, (b) all copyright works or designs originated, conceived, written or made by you during your employment. You hereby assign to the Company, by way of future assignments, with full title guarantee all copyright, design rights and other proprietary rights for their full terms throughout the world, exclusively, in respect of all works and material originated, conceived, written or made by you during the course of your employment. You hereby irrevocably and unconditionally waive in favor of the Company any and all moral rights conferred on you now or in future in force in any part of the world for any work the rights in which are vested in the Company.

You will not use any third-party data or materials that are not validly licensed by the Company, unless authorized by your manager in writing. You shall promptly notify the Chief Executive Office of the Company of all such authorizations received by you.

You will not violate the Intellectual Property Rights of any third party in the course of your employment. If the Company is held liable for any violation by you, you will indemnify the Company against any losses, liabilities, litigation and expenses.

### **6. EXCLUSIVITY:**

This offer is for an exclusive, full-time employment. During your employment, you will devote your complete time and attention to the duties assigned to you by the Company. Therefore, unless the Chief Executive Officer of the Company consents specifically for each instance in writing, you shall not directly or indirectly: (a) engage in or be concerned with any other commercial activity; (b) provide services to any Person - whether as an employee, officer, director, agent, partner, consultant or otherwise - other than as directed by the Company; (c) conduct any non-business activity or hold any public office; (d) have any financial or commercial interest in any Person; (e) accept any other engagement or appointment with any Person; whether or not such other commercial activity, person or entity competes with the business of the Company or any Affiliate.

### **7. TERMINATION:**

You may terminate this employment by providing us a written notice of termination, clearly stating your intent, at least two months in advance. You should survive two months of notice period or else you need to pay two months of your salary. If the Company wishes to terminate your employment during the period of your probation, it will provide you a written notice of termination at least one month in advance.

Notwithstanding the foregoing, the Company may terminate your employment without notice and compensation if such termination is by reason of your misconduct or your breach of terms of this Agreement.

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If your termination is found to be erroneous or wrongful by any Court in India, the maximum liability of the Company shall not exceed your basic salary of a month.

**KINDLY SIGN THIS AGREEMENT AFTER YOU HAVE READ THIS AGREEMENT IN ITS ENTIRETY AND YOU UNDERSTAND IT FULLY. BY SIGNING THIS AGREEMENT, YOU ACKNOWLEDGE THAT YOU ARE SATISFIED WITH THESE TERMS OF EMPLOYMENT AND YOU ACCEPT THIS EMPLOYMENT OFFER AS IS PRESENTED TO YOU IN THIS AGREEMENT.**

**Offer made by  
SUBSEL TECH SOLUTION**

**Offer accepted by me**



.....  
**Abinaya S  
Managing Partner  
Date: 25<sup>th</sup> March 2022  
Place: Thiruvarur**

.....  
**Name: Indira T**

**Date:  
Place:**





## SUBSEL TECH SOLUTION

**25-March-2022**

**To**

**Mohammed Sameer S,  
MCA  
EGS PILLAI Engineering College,  
Nagapattinam,  
Tamil Nadu, India**

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

**Dear Mohammed Sameer S,**

Thank you for exploring career opportunities with Subsel Tech Solution Thiruvarur. You have successfully completed our selection process and we are pleased to make you this offer of employment for the position of **Software Developer**. Please accept this offer by signing and returning a copy of this letter to us within 3 business days.

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer. As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure2.

If there are any aspects of this offer that you wish to discuss further, please contact the HR at [info@subseltechsolution.com](mailto:info@subseltechsolution.com)

We look forward to your acceptance of this offer, and believe that you would contribute greatly to our team in this exciting period for our Company. We also take this opportunity to welcome you to Subsel Tech Solution and look forward to your joining.

**Tentative Joining Date: April 5<sup>th</sup> 2022**

## ANNEXURE1-COMPENSATION & BENEFITS

Annual compensation structure as per the Company guidelines are:

Component	Description	Annual	Month
Payroll Salary	Basic	96000	8000
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	Conveyance Allowance	19200	1600
	Medical Allowance	15000	1250
	Persona Pay	71400	5950
<b>Deductions</b>			
<b>Bonus</b>			
<b>Cost to Company</b>		<b>240000</b>	<b>20000</b>

10000/- per month will be paid during internship/Training Period

## ANNEXURE2-REQUIRED DOCUMENTATION

- Two copies of your recent passport size photographs
- PAN card copy
- Signed hard copy of the offer letter
- Copy of Degree/PG/Diploma (wherever applicable)certificates
- Copy of all semester marksheets
- Relieving Letters from previous employer(if Applicable)
- Experience Certificate from previous employers(if Applicable)
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- Signed hard copy of Service Agreement – will be sent a week before your joining date

## ANNEXURE3-TERMS OF EMPLOYMENT

### 1. COMMENCEMENT OF EMPLOYMENT AND PERIOD OF PROBATION:

Your employment commences on **April 5<sup>th</sup> 2022**. Your employment will be subject to a period of probation of **six months**. If during your period of probation, your performance is satisfactory to the Company, then your appointment will be confirmed. Your period of probation may be extended by the Company if deemed necessary, without assigning any reason.

### 2. JOB TITLE, DUTIES AND WORKINGHOURS:

Your job title is stated in the accompanying offer letter. This title may be subject to change and does not define or limits your duties. You may be required to carry out other duties, which the Company reasonably considers appropriate, to undertake any training or retraining and to obtain and retain qualifications. Your regular working hours will be from 10:00 am to 07:00pm, Monday to Friday (Occasionally if the workload demands you might be required to come on Saturdays). You will be required to work a minimum of 40 hours per week, excluding breaks. Business requirements may necessitate a change to your working hours from time to time, which you agree to follow.

You would require to work with our Partner companies based on the requirements.

**3. WORKPLACE:**

Your primary place of work will be the Company's office in Thiruvarur. You may be transferred to our Partner Company Location in Coimbatore.

**4. LEAVE ENTITLEMENT:**

You are entitled to 12 days of Casual Leave, 10 Sick Leaves and 13 Public Holidays per annum (total of 35 leaves in a calendar year).

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You will not use any third-party data or materials that are not validly licensed by the Company, unless authorized by your manager in writing. You shall promptly notify the Chief Executive Office of the Company of all such authorizations received by you.

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**Offer made by  
SUBSEL TECH SOLUTION**

**Offer accepted by me**



.....  
**Abinaya S  
Managing Partner  
Date: 25<sup>th</sup> March 2022  
Place: Thiruvarur**

.....  
**Name: Mohammed Sameer S**

**Date:  
Place:**





**SUNDARAM FINANCE**  
*Enduring values. New age thinking.*

Date: 03/06/2022

**Dear AJWADH AHMED M,**

**Sub: Offer Letter of Sundaram Finance private limited company – SF/BE-207**

This letter is being issued to you, to fulfill the requirements of this company and we are pleased to issue this formal offer letter to you.

We are pleased to inform you that at the campus recruitment held on 24/05/2022 and Board of director of the company have approved your appointment as a **Business executive** of this company with the salary of **Rs.19,170** (Nineteen thousand one hundred and seventy only).

This letter will set out the terms of your appointment and your roles, duties, responsibilities and liability as a Sales Executive of Company.

Kindly return the duplicate copy of this letter, the following data and the terms of appointment enclosed herewith, duly signed by you in confirmation.

1. Recent passport size photos (4 copies)
2. Proof of educational qualification

Thank you,

For Sundaram Finance Pvt. Ltd,

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SUNDARAM FINANCE PVT.LTD ,2<sup>ND</sup> CROSS STREET, 3<sup>RD</sup> FLOOR NEELANGARAI CHENNAI PHONE: 9232565454

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



**SUNDARAM FINANCE**  
*Enduring values. New age thinking.*

Date: 03/06/2022

Dear ATCHAYA T,

**Sub:** Offer Letter of Sundaram Finance private limited company – SF/BE-208

This letter is being issued to you, to fulfill the requirements of this company and we are pleased to issue this formal offer letter to you.

We are pleased to inform you that at the campus recruitment held on 24/05/2022 and Board of director of the company have approved your appointment as a **Business executive** of this company with the salary of **Rs.19,170** (Nineteen thousand one hundred and seventy only).

This letter will set out the terms of your appointment and your roles, duties, responsibilities and liability as a Sales Executive of Company.

Kindly return the duplicate copy of this letter, the following data and the terms of appointment enclosed herewith, duly signed by you in confirmation.

1. Recent passport size photos (4 copies)
2. Proof of educational qualification

Thank you,

For Sundaram Finance Pvt. Ltd,

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SUNDARAM FINANCE PVT.LTD ,2<sup>ND</sup> CROSS STREET, 3<sup>RD</sup> FLOOR NEELANGARAI CHENNAI PHONE: 9232565454

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



**SUNDARAM FINANCE**  
*Enduring values. New age thinking.*

Date: 03/06/2022

**Dear PAVITHRA S,**

**Sub: Offer Letter of Sundaram Finance private limited company – SF/BE-209**

This letter is being issued to you, to fulfill the requirements of this company and we are pleased to issue this formal offer letter to you.

We are pleased to inform you that at the campus recruitment held on 24/05/2022 and Board of director of the company have approved your appointment as a **Business executive** of this company with the salary of **Rs.19,170** (Nineteen thousand one hundred and seventy only).

This letter will set out the terms of your appointment and your roles, duties, responsibilities and liability as a Sales Executive of Company.

Kindly return the duplicate copy of this letter, the following data and the terms of appointment enclosed herewith, duly signed by you in confirmation.

1. Recent passport size photos (4 copies)
2. Proof of educational qualification

Thank you,

For Sundaram Finance Pvt. Ltd,

---

SUNDARAM FINANCE PVT.LTD ,2<sup>ND</sup> CROSS STREET, 3<sup>RD</sup> FLOOR NEELANGARAI CHENNAI PHONE: 9232565454

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





**SUNDARAM FINANCE**  
*Enduring values. New age thinking.*

Date: 03/06/2022

Dear SIVASANKARI K,

**Sub: Offer Letter of Sundaram Finance private limited company – SF/BE-210**

This letter is being issued to you, to fulfill the requirements of this company and we are pleased to issue this formal offer letter to you.

We are pleased to inform you that at the campus recruitment held on 24/05/2022 and Board of director of the company have approved your appointment as a **Business executive** of this company with the salary of **Rs.19,170** (Nineteen thousand one hundred and seventy only).

This letter will set out the terms of your appointment and your roles, duties, responsibilities and liability as a Sales Executive of Company.

Kindly return the duplicate copy of this letter, the following data and the terms of appointment enclosed herewith, duly signed by you in confirmation.

1. Recent passport size photos (4 copies)
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Thank you,

For Sundaram Finance Pvt. Ltd,

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SUNDARAM FINANCE PVT.LTD ,2<sup>ND</sup> CROSS STREET, 3<sup>RD</sup> FLOOR NEELANGARAI CHENNAI PHONE: 9232565454

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



**SUNDARAM FINANCE**  
*Enduring values. New age thinking.*

Date: 03/06/2022

Dear THANUSU L,

**Sub: Offer Letter of Sundaram Finance private limited company – SF/BE-211**

This letter is being issued to you, to fulfill the requirements of this company and we are pleased to issue this formal offer letter to you.

We are pleased to inform you that at the campus recruitment held on 24/05/2022 and Board of director of the company have approved your appointment as a **Business executive** of this company with the salary of **Rs.19,170** (Nineteen thousand one hundred and seventy only).

This letter will set out the terms of your appointment and your roles, duties, responsibilities and liability as a Sales Executive of Company.

Kindly return the duplicate copy of this letter, the following data and the terms of appointment enclosed herewith, duly signed by you in confirmation.

1. Recent passport size photos (4 copies)
2. Proof of educational qualification

Thank you,

For Sundaram Finance Pvt. Ltd,

---

SUNDARAM FINANCE PVT.LTD .2<sup>ND</sup> CROSS STREET, 3<sup>RD</sup> FLOOR NEELANGARAI CHENNAI PHONE: 9232565454

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



Raxion Innovations  
Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No.: Raxion - 1145

### JOB OFFER LETTER

Dear AMEEN MARZOOK S,

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent additional to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as an regular employee with compensation of **Rs. 19,000/- per month**.

Please have a look at the terms & condition enclosed in this offer letter and ensure that you are agreeing with them by signing.

Looking forward to work with you.

With regards,

(A. Ravichandran)  
Raxion Innovation,  
Chennai.

**Terms & Conditions:**

1. You should make your joining process at the time which will be instructed by the company later.
2. After joining, the candidate should submit all the necessary documents whichever the company demands.
3. The candidate should be ready to sign a service agreement of 12 months.
4. Notice period of 3 months is mandatory if you want to relieve from this job.
5. You should use the company belongings with at most care.
6. And you should obey the rules and regulations of the company.

  
**INNOVATION**



Raxion Innovations  
Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

**Dated: 27/08/2021**

**Offer No.: Raxion - 1146**

### **JOB OFFER LETTER**

**Dear HARINI K,**

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent additional to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as an regular employee with compensation of **Rs. 19,000/- per month**.

Please have a look at the terms & condition enclosed in this offer letter and ensure that you are agreeing with them by signing.

Looking forward to work with you.

With regards,

(A. Ravichandran)  
Raxion Innovation,  
Chennai.

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Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No.: Raxion - 1147

### JOB OFFER LETTER

Dear SUBHASHINI S,

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent addition to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as a regular employee with compensation of **Rs. 19,000/- per month**.

Please have a look at the terms & condition enclosed in this offer letter and ensure that you are agreeing with them by signing.

Looking forward to work with you.

With regards,

(A. Ravichandran)  
Raxion Innovation,  
Chennai.

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Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No.: Raxion - 1148

### JOB OFFER LETTER

Dear SASIPRINCE D,

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent addition to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as a regular employee with compensation of **Rs. 19,000/- per month**.

Please have a look at the terms & condition enclosed in this offer letter and ensure that you are agreeing with them by signing.

Looking forward to work with you.

With regards,

(A. Ravichandran)  
Raxion Innovation,  
Chennai.

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Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No.: Raxion - 1149

### JOB OFFER LETTER

Dear BANU PRIYA B,

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent addition to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as a regular employee with compensation of **Rs. 19,000/- per month**.

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Looking forward to work with you.

With regards,

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Raxion Innovation,  
Chennai.

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Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No.: Raxion - 1150

### JOB OFFER LETTER

Dear KUBERAN R,

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent addition to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as a regular employee with compensation of **Rs. 19,000/- per month**.

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Looking forward to work with you.

With regards,

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Raxion Innovation,  
Chennai.

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Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No.: Raxion - 1151

### JOB OFFER LETTER

Dear NAVEEN S,

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent additional to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as an regular employee with compensation of **Rs. 19,000/- per month**.

Please have a look at the terms & condition enclosed in this offer letter and ensure that you are agreeing with them by signing.

Looking forward to work with you.

With regards,

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Raxion Innovation,  
Chennai.

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Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No.: Raxion - 1152

### JOB OFFER LETTER

Dear TAMIL MARAN D,

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent additional to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as an regular employee with compensation of **Rs. 19,000/- per month**.

Please have a look at the terms & condition enclosed in this offer letter and ensure that you are agreeing with them by signing.

Looking forward to work with you.

With regards,

(A. Ravichandran)  
Raxion Innovation,  
Chennai.

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Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

**Dated: 27/08/2021**

**Offer No.: Raxion - 1153**

**JOB OFFER LETTER**

**Dear KEERTHIGA. K,**

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent additional to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as an regular employee with compensation of **Rs. 19,000/- per month**.

Please have a look at the terms & condition enclosed in this offer letter and ensure that you are agreeing with them by signing.

Looking forward to work with you.

With regards,

(A. Ravichandran)  
Raxion Innovation,  
Chennai.

**Terms & Conditions:**

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- email:ra.hr@raxioninnovation.com

---

Dated: 27/08/2021

Offer No.: Raxion - 1142

### JOB OFFER LETTER

Dear NISHANTHINI A,

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent additional to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as an regular employee with compensation of **Rs. 19,000/- per month**.

Please have a look at the terms & condition enclosed in this offer letter and ensure that you are agreeing with them by signing.

Looking forward to work with you.

With regards,

(A. Ravichandran)  
Raxion Innovation,  
Chennai.

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Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No.: Raxion - 1143

### JOB OFFER LETTER

Dear PRIYADHARSHINI M,

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent additional to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as an regular employee with compensation of **Rs. 19,000/- per month**.

Please have a look at the terms & condition enclosed in this offer letter and ensure that you are agreeing with them by signing.

Looking forward to work with you.

With regards,

(A. Ravichandran)  
Raxion Innovation,  
Chennai.

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**INNOVATION**





Raxion Innovations  
Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No.: Raxion - 1144

### JOB OFFER LETTER

Dear SUDHARSAN P,

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent addition to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as a regular employee with compensation of **Rs. 19,000/- per month**.

Please have a look at the terms & condition enclosed in this offer letter and ensure that you are agreeing with them by signing.

Looking forward to work with you.

With regards,

(A. Ravichandran)  
Raxion Innovation,  
Chennai.

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**INNOVATION**



Raxion Innovations  
Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No.: Raxion - 1154

### JOB OFFER LETTER

Dear GAAYATHRI P,

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent addition to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as a regular employee with compensation of **Rs. 19,000/- per month**.

Please have a look at the terms & condition enclosed in this offer letter and ensure that you are agreeing with them by signing.

Looking forward to work with you.

With regards,

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Raxion Innovation,  
Chennai.

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Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No : Raxion - 1156

### JOB OFFER LETTER

Dear NAVANEETHAKRISHNAN R,

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent additional to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as an regular employee with compensation of **Rs. 19,000/- per month**.

Please have a look at the terms & condition enclosed in this offer letter and ensure that you are agreeing with them by signing.

Looking forward to work with you.

With regards,

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Raxion Innovation,  
Chennai.

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INNOVATION



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Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No : Raxion - 1157

### JOB OFFER LETTER

Dear MOUSIGA V,

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent additional to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as an regular employee with compensation of **Rs. 19,000/- per month**.

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Looking forward to work with you.

With regards,

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Chennai.

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Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No : Raxion - 1158

### JOB OFFER LETTER

Dear VENGATESH B,

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent additional to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as an regular employee with compensation of **Rs. 19,000/- per month**.

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With regards,

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Raxion Innovation,  
Chennai.

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INNOVATION



Raxion Innovations  
Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No : Raxion - 1159

### JOB OFFER LETTER

Dear PRIYA THARSHINI S,

We are pleased to extend you an offer for the position of “**Software Developer**”. Your performance has impressed us and we believe that you will be an excellent additional to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as an regular employee with compensation of **Rs. 19,000/- per month**.

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With regards,

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INNOVATION

Dated 31.01.2022

CL-DES-2201

To,

AAFIQ A

**Mechanical Engineering**

E.G.S. Pillay Engineering College.

**Subject: Job Offer for Trainee**

**Dear AAFIQ A,**

Refer to your interview held in E.G.S Pillay Engineering College on 28<sup>th</sup> January 2022 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Trainee with our organization. You will be placed at our Coimbatore branch.

Your are offered **Rs. 2,22,720 ( Rupees Two Lakhs Twenty Two Thousand Seven Hundred and Twenty Only)** as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

Please bring and submit the following documents at the time of Joining:

1. Job offer Letter
2. Certificates / mark sheets in support of your qualifications.
3. Two Passports sized photographs.
4. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN card/Aadhar card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

**Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date June, 2022.**

Thanks and Regards

Regards



Authorized Signatory  
For Cluster Wings

Dated 31.01.2022

CL-DES-2202

To,

SURENTHIRAN N

**Mechanical Engineering**

E.G.S. Pillay Engineering College.

**Subject: Job Offer for Trainee**

**Dear SURENTHIRAN N,**

Refer to your interview held in E.G.S Pillay Engineering College on 28<sup>th</sup> January 2022 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Trainee with our organization. You will be placed at our Coimbatore branch.

You are offered **Rs. 2,22,720 ( Rupees Two Lakhs Twenty Two Thousand Seven Hundred and Twenty Only)** as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

Please bring and submit the following documents at the time of Joining:

1. Job offer Letter
2. Certificates / mark sheets in support of your qualifications.
3. Two Passports sized photographs.
4. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN card/Aadhar card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

**Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date June, 2022.**

Thanks and Regards

Regards



Authorized Signatory  
For Cluster Wings



Dated 31.01.2022

CL-DES-2203

To,

DEVARAJAN R

**Mechanical Engineering**

E.G.S. Pillay Engineering College.

**Subject: Job Offer for Trainee**

**Dear DEVARAJAN R,**

Refer to your interview held in E.G.S Pillay Engineering College on 28<sup>th</sup> January 2022 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Trainee with our organization. You will be placed at our Coimbatore branch.

You are offered **Rs. 2,22,720 ( Rupees Two Lakhs Twenty Two Thousand Seven Hundred and Twenty Only)** as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

Please bring and submit the following documents at the time of Joining:

1. Job offer Letter
2. Certificates / mark sheets in support of your qualifications.
3. Two Passports sized photographs.
4. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN card/Aadhar card).



---

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

**Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date June, 2022.**

Thanks and Regards

Regards

A handwritten signature in black ink, appearing to read 'K. Srinivas'.



Authorized Signatory  
For Cluster Wings

Dated 31.01.2022

CL-DES-2204

To,

ABINASH A

**Mechanical Engineering**

E.G.S. Pillay Engineering College.

**Subject: Job Offer for Trainee**

**Dear ABINASH A,**

Refer to your interview held in E.G.S Pillay Engineering College on 28<sup>th</sup> January 2022 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Trainee with our organization. You will be placed at our Coimbatore branch.

You are offered **Rs. 2,22,720 ( Rupees Two Lakhs Twenty Two Thousand Seven Hundred and Twenty Only)** as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

Please bring and submit the following documents at the time of Joining:

1. Job offer Letter
2. Certificates / mark sheets in support of your qualifications.
3. Two Passports sized photographs.
4. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN card/Aadhar card).



---

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

**Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date June, 2022.**

Thanks and Regards

Regards

A handwritten signature in black ink, appearing to read 'K. Senthil', written over a faint circular stamp.



Authorized Signatory  
For Cluster Wings

Dated 31.01.2022

CL-DES-2205

To,

ABISHEK R

**Mechanical Engineering**

E.G.S. Pillay Engineering College.

**Subject: Job Offer for Trainee**

**Dear ABISHEK R,**

Refer to your interview held in E.G.S Pillay Engineering College on 28<sup>th</sup> January 2022 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Trainee with our organization. You will be placed at our Coimbatore branch.

You are offered **Rs. 2,22,720 ( Rupees Two Lakhs Twenty Two Thousand Seven Hundred and Twenty Only)** as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

Please bring and submit the following documents at the time of Joining:

1. Job offer Letter
2. Certificates / mark sheets in support of your qualifications.
3. Two Passports sized photographs.
4. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN card/Aadhar card).



---

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

**Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date June, 2022.**

Thanks and Regards

Regards

A handwritten signature in black ink, appearing to read 'K. Srinivas'.



Authorized Signatory  
For Cluster Wings

01.05.2022

**Letter of Intent – No. CT/2022/Reg/Shift-C/101**

Dear Naveen G,

Congratulations! We have been impressed with your performance in the on-campus interview and would like to formally offer you the position of “FTCP”

This is a full time position. You will be reporting to the head of the Department. Please note that Cluster Technologies is an at-will employer. That means that either you or the company are free to end the employment relationship at any time. We will be offering you an annual gross salary of **Rs. 2,20,000/- per annum**. You will also have health insurance, travel expenses and 12 days of paid vacation per year. You will receive a letter with more details about your compensation along with your appointment order on the time of joining.

Your expected starting date is **19.05.2022**. You will be asked to sign a contract of 12 months at the beginning of your employment.

We would like to have your response by 18.05.2022. In the meantime, feel free to contact us, if you have any doubts.

Sincerely,

For Cluster Technologies,

*Guise Sprasad*

01.05.2022

**Letter of Intent – No. CT/2022/Reg/Shift-C/102**

Dear Gowthaman G,

Congratulations! We have been impressed with your performance in the on-campus interview and would like to formally offer you the position of “FTCP”

This is a full time position. You will be reporting to the head of the Department. Please note that Cluster Technologies is an at-will employer. That means that either you or the company are free to end the employment relationship at any time. We will be offering you an annual gross salary of **Rs. 2,20,000/- per annum**. You will also have health insurance, travel expenses and 12 days of paid vacation per year. You will receive a letter with more details about your compensation along with your appointment order on the time of joining.

Your expected starting date is **19.05.2022**. You will be asked to sign a contract of 12 months at the beginning of your employment.

We would like to have your response by 18.05.2022. In the meantime, feel free to contact us, if you have any doubts.

Sincerely,

For Cluster Technologies,

*Guise Sprasad*





01.05.2022

**Letter of Intent – No. CT/2022/Reg/Shift-C/103**

Dear Hariharan S (06/07/2001),

Congratulations! We have been impressed with your performance in the on-campus interview and would like to formally offer you the position of “FTCP”

This is a full time position. You will be reporting to the head of the Department. Please note that Cluster Technologies is an at-will employer. That means that either you or the company are free to end the employment relationship at any time. We will be offering you an annual gross salary of **Rs. 2,20,000/- per annum**. You will also have health insurance, travel expenses and 12 days of paid vacation per year. You will receive a letter with more details about your compensation along with your appointment order on the time of joining.

Your expected starting date is **19.05.2022**. You will be asked to sign a contract of 12 months at the beginning of your employment.

We would like to have your response by 18.05.2022. In the meantime, feel free to contact us, if you have any doubts.

Sincerely,

For Cluster Technologies,

01.05.2022

**Letter of Intent – No. CT/2022/Reg/Shift-C/104**

Dear Ruban K,

Congratulations! We have been impressed with your performance in the on-campus interview and would like to formally offer you the position of “FTCP”

This is a full time position. You will be reporting to the head of the Department. Please note that Cluster Technologies is an at-will employer. That means that either you or the company are free to end the employment relationship at any time. We will be offering you an annual gross salary of **Rs. 2,20,000/- per annum**. You will also have health insurance, travel expenses and 12 days of paid vacation per year. You will receive a letter with more details about your compensation along with your appointment order on the time of joining.

Your expected starting date is **19.05.2022**. You will be asked to sign a contract of 12 months at the beginning of your employment.

We would like to have your response by 18.05.2022. In the meantime, feel free to contact us, if you have any doubts.

Sincerely,

For Cluster Technologies,



01.05.2022

**Letter of Intent – No. CT/2022/Reg/Shift-C/105**

Dear Sambandam V,

Congratulations! We have been impressed with your performance in the on-campus interview and would like to formally offer you the position of “FTCP”

This is a full time position. You will be reporting to the head of the Department. Please note that Cluster Technologies is an at-will employer. That means that either you or the company are free to end the employment relationship at any time. We will be offering you an annual gross salary of **Rs. 2,20,000/- per annum**. You will also have health insurance, travel expenses and 12 days of paid vacation per year. You will receive a letter with more details about your compensation along with your appointment order on the time of joining.

Your expected starting date is **19.05.2022**. You will be asked to sign a contract of 12 months at the beginning of your employment.

We would like to have your response by 18.05.2022. In the meantime, feel free to contact us, if you have any doubts.

Sincerely,

For Cluster Technologies,

*Guise Sprasad*

01.05.2022

**Letter of Intent – No. CT/2022/Reg/Shift-C/106**

Dear Sunil A,

Congratulations! We have been impressed with your performance in the on-campus interview and would like to formally offer you the position of “FTCP”

This is a full time position. You will be reporting to the head of the Department. Please note that Cluster Technologies is an at-will employer. That means that either you or the company are free to end the employment relationship at any time. We will be offering you an annual gross salary of **Rs. 2,20,000/- per annum**. You will also have health insurance, travel expenses and 12 days of paid vacation per year. You will receive a letter with more details about your compensation along with your appointment order on the time of joining.

Your expected starting date is **19.05.2022**. You will be asked to sign a contract of 12 months at the beginning of your employment.

We would like to have your response by 18.05.2022. In the meantime, feel free to contact us, if you have any doubts.

Sincerely,

For Cluster Technologies,

*Guiseprasad*

Cell : 98424 58564



# MODERN BUILDERS

7.B, North Gate East Road, (Near Anna Statue),  
Nagapattinam - 611 001  
modernooviyam@gmail.com

Rtn.Er. **K.KARTHIKESAN**  
Registered Engineer

Date : **23.10.2021**

Dear Keerthana S,

**Sub: Letter of Intent – Reg.**

**MODERN/NGT/2022/C/17**

With reference to the discussion we had with you, we are happy to offer you the position of “**Site Engineer**” and invite you to join the Modern Builders Family.

Your annual salary package will be **Rs. 2,20,000/-**.

The allowances, benefits and other **terms and conditions** of your job will be as per company policies as applicable from time to time. The terms and conditions will be available in your appointment order. Which shall be based on your successful completion of degree. Your compensation will be reviewed in future as per company policy.

On joining the company you shall be on training for six months. You will abide by the rules and regulations of the company as may be in force from time to time.

The detailed appointment letter will be given to you at the time of confirmation. We expect you to join on or before **02-06-2022** in line with discussion with you, otherwise this offer will stand withdrawn automatically. The company looks for a long term association with all its employees and expect the same from you.

Wishing you the best!

Yours truly,

Rtn.Er.K.Karthikesan  
Managing Director



**For Your Generation...**

Cell : 98424 58564



# MODERN BUILDERS

7.B, North Gate East Road, (Near Anna Statue),  
Nagapattinam - 611 001  
✉ modernnooviyam@gmail.com

Rtn.Er. **K.KARTHIKESAN**  
Registered Engineer

Date : **23.10.2021**

Dear Sabarinathan C,

**Sub: Letter of Intent – Reg.**  
**MODERN/NGT/2022/C/18**

With reference to the discussion we had with you, we are happy to offer you the position of “**Site Engineer**” and invite you to join the Modern Builders Family.

Your annual salary package will be **Rs. 2,20,000/-**.

The allowances, benefits and other **terms and conditions** of your job will be as per company policies as applicable from time to time. The terms and conditions will be available in your appointment order. Which shall be based on your successful completion of degree. Your compensation will be reviewed in future as per company policy.

On joining the company you shall be on training for six months. You will abide by the rules and regulations of the company as may be in force from time to time.

The detailed appointment letter will be given to you at the time of confirmation. We expect you to join on or before **02-06-2022** in line with discussion with you, otherwise this offer will stand withdrawn automatically. The company looks for a long term association with all its employees and expect the same from you.

Wishing you the best!

Yours truly,

Rtn.Er.K.Karthikesan  
Managing Director



**For Your Generation...**

Cell : 98424 58564



# MODERN BUILDERS

7.B, North Gate East Road, (Near Anna Statue),  
Nagapattinam - 611 001  
modernooviyam@gmail.com

Rtn. Er. **K. KARTHIKESAN**  
Registered Engineer

Date : **23.10.2021**

Dear Amrish J,

**Sub: Letter of Intent - Reg.**

**MODERN/NGT/2022/C/19**

With reference to the discussion we had with you, we are happy to offer you the position of "Site Engineer" and invite you to join the Modern Builders Family.

Your annual salary package will be **Rs. 2,20,000/-**.

The allowances, benefits and other **terms and conditions** of your job will be as per company policies as applicable from time to time. The terms and conditions will be available in your appointment order. Which shall be based on your successful completion of degree. Your compensation will be reviewed in future as per company policy.

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Wishing you the best!

Yours truly,

Rtn. Er. K. Karthikesan  
Managing Director



**For Your Generation...**

Cell : 98424 58564



# MODERN BUILDERS

7.B, North Gate East Road, (Near Anna Statue),  
Nagapattinam - 611 001  
modernooviyan@gmail.com

Rtn.Er. **K.KARTHIKESAN**  
Registered Engineer

Date : **23.10.2021**

Dear Bavadharani SP,

**Sub: Letter of Intent – Reg.**

**MODERN/NGT/2022/C/20**

With reference to the discussion we had with you, we are happy to offer you the position of “**Site Engineer**” and invite you to join the Modern Builders Family.

Your annual salary package will be **Rs. 2,20,000/-**.

The allowances, benefits and other **terms and conditions** of your job will be as per company policies as applicable from time to time. The terms and conditions will be available in your appointment order. Which shall be based on your successful completion of degree. Your compensation will be reviewed in future as per company policy.

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Wishing you the best!

Yours truly,

Rtn.Er.K.Karthikesan  
Managing Director



**For Your Generation...**



Cell : 98424 58564



# MODERN BUILDERS

7.B, North Gate East Road, (Near Anna Statue),  
Nagapattinam - 611 001  
modernooviyan@gmail.com

Rtn.Er. **K.KARTHIKESAN**  
Registered Engineer

Date : **23.10.2021**

Dear Aakash,

**Sub: Letter of Intent – Reg.**

**MODERN/NGT/2022/C/21**

With reference to the discussion we had with you, we are happy to offer you the position of “**Site Engineer**” and invite you to join the Modern Builders Family.

Your annual salary package will be **Rs. 2,20,000/-**.

The allowances, benefits and other **terms and conditions** of your job will be as per company policies as applicable from time to time. The terms and conditions will be available in your appointment order. Which shall be based on your successful completion of degree. Your compensation will be reviewed in future as per company policy.

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Wishing you the best!

Yours truly,

Rtn.Er.K.Karthikesan  
Managing Director



**For Your Generation...**

Cell : 98424 58564



# MODERN BUILDERS

Q 7.B, North Gate East Road, (Near Anna Statue),  
Nagapattinam - 611 001  
✉ modernnooviyam@gmail.com

Rtn.Er. **K.KARTHIKESAN**  
Registered Engineer

Date : **23.10.2021** .....

Dear Nithiya S,

**Sub: Letter of Intent – Reg.**

**MODERN/NGT/2022/C/22**

With reference to the discussion we had with you, we are happy to offer you the position of “**Site Engineer**” and invite you to join the Modern Builders Family.

Your annual salary package will be **Rs. 2,20,000/-**.

The allowances, benefits and other **terms and conditions** of your job will be as per company policies as applicable from time to time. The terms and conditions will be available in your appointment order. Which shall be based on your successful completion of degree. Your compensation will be reviewed in future as per company policy.

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Wishing you the best!

Yours truly,

Rtn.Er.K.Karthikesan  
Managing Director



**For Your Generation...**

Cell : 98424 58564



# MODERN BUILDERS

7.B, North Gate East Road, (Near Anna Statue),  
Nagapattinam - 611 001  
modernooviyam@gmail.com

Rtn.Er. **K.KARTHIKESAN**  
Registered Engineer

Date : **23.10.2021**

Dear Srinithi M,

**Sub: Letter of Intent – Reg.**

**MODERN/NGT/2022/C/23**

With reference to the discussion we had with you, we are happy to offer you the position of “**Site Engineer**” and invite you to join the Modern Builders Family.

Your annual salary package will be **Rs. 2,20,000/-**.

The allowances, benefits and other **terms and conditions** of your job will be as per company policies as applicable from time to time. The terms and conditions will be available in your appointment order. Which shall be based on your successful completion of degree. Your compensation will be reviewed in future as per company policy.

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The detailed appointment letter will be given to you at the time of confirmation. We expect you to join on or before **02-06-2022** in line with discussion with you, otherwise this offer will stand withdrawn automatically. The company looks for a long term association with all its employees and expect the same from you.

Wishing you the best!

Yours truly,

Rtn.Er.K.Karthikesan  
Managing Director



**For Your Generation...**

Cell : 98424 58564



# MODERN BUILDERS

7.B, North Gate East Road, (Near Anna Statue),  
Nagapattinam - 611 001  
modernooviyam@gmail.com

Rtn.Er. **K.KARTHIKESAN**  
Registered Engineer

Date : **23.10.2021**

Dear Senthurpandiyan.,

**Sub: Letter of Intent – Reg.**

**MODERN/NGT/2022/C/24**

With reference to the discussion we had with you, we are happy to offer you the position of “**Site Engineer**” and invite you to join the Modern Builders Family.

Your annual salary package will be **Rs. 2,20,000/-**.

The allowances, benefits and other **terms and conditions** of your job will be as per company policies as applicable from time to time. The terms and conditions will be available in your appointment order. Which shall be based on your successful completion of degree. Your compensation will be reviewed in future as per company policy.

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The detailed appointment letter will be given to you at the time of confirmation. We expect you to join on or before **02-06-2022** in line with discussion with you, otherwise this offer will stand withdrawn automatically. The company looks for a long term association with all its employees and expect the same from you.

Wishing you the best!

Yours truly,

Rtn.Er.K.Karthikesan  
Managing Director



**For Your Generation...**

Cell : 98424 58564



# MODERN BUILDERS

7.B, North Gate East Road, (Near Anna Statue),  
Nagapattinam - 611 001  
✉ modernnooviyam@gmail.com

Rtn.Er. **K.KARTHIKESAN**  
Registered Engineer

Date : **23.10.2021**

Dear Balaji M,

**Sub: Letter of Intent – Reg.**

**MODERN/NGT/2022/C/25**

With reference to the discussion we had with you, we are happy to offer you the position of “**Site Engineer**” and invite you to join the Modern Builders Family.

Your annual salary package will be **Rs. 2,20,000/-**.

The allowances, benefits and other **terms and conditions** of your job will be as per company policies as applicable from time to time. The terms and conditions will be available in your appointment order. Which shall be based on your successful completion of degree. Your compensation will be reviewed in future as per company policy.

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The detailed appointment letter will be given to you at the time of confirmation. We expect you to join on or before **02-06-2022** in line with discussion with you, otherwise this offer will stand withdrawn automatically. The company looks for a long term association with all its employees and expect the same from you.

Wishing you the best!

Yours truly,

Rtn.Er.K.Karthikesan  
Managing Director



**For Your Generation...**

Cell : 98424 58564



# MODERN BUILDERS

Q 7.B, North Gate East Road, (Near Anna Statue),  
Nagapattinam - 611 001  
✉ modernnooviyam@gmail.com

Rtn.Er. **K.KARTHIKESAN**  
Registered Engineer

Date : **23.10.2021**

Dear Karthikeyan. T,

**Sub: Letter of Intent – Reg.**

**MODERN/NGT/2022/C/26**

With reference to the discussion we had with you, we are happy to offer you the position of “**Site Engineer**” and invite you to join the Modern Builders Family.

Your annual salary package will be **Rs. 2,20,000/-**.

The allowances, benefits and other **terms and conditions** of your job will be as per company policies as applicable from time to time. The terms and conditions will be available in your appointment order. Which shall be based on your successful completion of degree. Your compensation will be reviewed in future as per company policy.

On joining the company you shall be on training for six months. You will abide by the rules and regulations of the company as may be in force from time to time.

The detailed appointment letter will be given to you at the time of confirmation. We expect you to join on or before **02-06-2022** in line with discussion with you, otherwise this offer will stand withdrawn automatically. The company looks for a long term association with all its employees and expect the same from you.

Wishing you the best!

Yours truly,

*K. Karthikesan*

Rtn.Er.K.Karthikesan  
Managing Director



**For Your Generation...**

Cell : 98424 58564



# MODERN BUILDERS

Q 7.B, North Gate East Road, (Near Anna Statue),  
Nagapattinam - 611 001  
✉ modernnooviyam@gmail.com

Rtn.Er. **K.KARTHIKESAN**  
Registered Engineer

Date : **23.10.2021**

Dear Muhammad Noufal Masthan A,

**Sub: Letter of Intent – Reg.**

**MODERN/NGT/2022/C/27**

With reference to the discussion we had with you, we are happy to offer you the position of “**Site Engineer**” and invite you to join the Modern Builders Family.

Your annual salary package will be **Rs. 2,20,000/-**.

The allowances, benefits and other **terms and conditions** of your job will be as per company policies as applicable from time to time. The terms and conditions will be available in your appointment order. Which shall be based on your successful completion of degree. Your compensation will be reviewed in future as per company policy.

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Wishing you the best!

Yours truly,

Rtn.Er.K.Karthikesan  
Managing Director



**For Your Generation...**

**FIXED TERM CONTRACT OF EMPLOYMENT**

Dear **Sudharsan S,**

We are pleased to offer you employment in our organization as **Officer Sales**, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid from **14 Feb 2022 to 13 Feb 2023** 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:**



Name	<b>Sudharsan S</b>	Location	<b>Chennai</b>
Designation	<b>Officer Sales</b>	Employee Code	<b>90065</b>
Father Name	<b>Sunthara Moorthi</b>	DOB	<b>26 Jun 1999</b>
Period Of Employment	<b>14 Feb 2022 to 13 Feb 2023</b>		

Salary	Monthly CTC	Annual CTC
Basic	16000	192000
House Rent Allowance	2827	33924
Statutory Monthly Bonus	1333	15996
<b>Gross Earning</b>	<b>20160</b>	<b>241920</b>
Employer PF	1800	21600
Employer ESI	656	7872
Insurance	100	1200
PF EDLI	150	1800
<b>CTC</b>	<b>22866</b>	<b>274392</b>
PF	1800	21600
PT	208	2496
ESIC	152	1824
<b>Gross Deduction</b>	<b>2160</b>	<b>25920</b>
<b>Net Pay</b>	<b>18000</b>	<b>216000</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:**



# Pinnacle Infotech Solutions

IT-A-016-E, MAHINDRA SEZ, RAJASTHAN, JAIPUR - 302037  
www.pinnaclecad.com | Global BIM Leader

Mohamed

Date: -28/04/2022

Candidate ID:29931964

**Subject: Offer for Apprenticeship**

Dear **Mohamed**

Further to your application for Apprenticeship/ Training with us and the subsequent selection process, we are happy to induct you in our Company as Apprentice / Trainee.

Date of your joining would be 4<sup>th</sup> of July, 2022. You will be entitled for a monthly stipend of Rs. 18000/- (Eighteen Thousand only). Upon your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your Apprenticeship/Training, wherein the necessary training and the contractual obligation will be with Pinnacle Infotech Solutions. On successful completion of your Apprenticeship of One year with the company you will be absorbed as a permanent employee with Pinnacle Infotech Solutions subject to the terms and conditions as per Company policies.

Company solely reserves the right to make any further changes to the date of joining.

Your Apprenticeship with us will be governed by the rules, regulations and policies of the Company and as contemplated in the Apprenticeship Act 1961.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

**We request you to please sign this letter as acceptance of the offer and mail the signed scanned copy to us within 15 days. Also, please carry a signed copy of the offer letter on the day of your joining as an authenticating identity document.**

Welcome to Pinnacle Infotech Solutions.

Yours sincerely,

**Neha Goel**

**AGM - Human Resources**

Annexure to the offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

M. Mohamed Abdul Basith (MOHAMED ABDUL BASITH)

Your name in capital letters Your Signature

Date: 10.5.2022

Location: NAGAPATTINAM



# Pinnacle Infotech Solutions

IT-A-016-E, MAHINDRA SEZ, RAJASTHAN, JAIPUR - 302037  
www.pinnaclecad.com | Global BIM Leader

Annexure to your Offer of Apprenticeship as **Trainee**

Presented here are the details that refer to our offer of Apprenticeship to you as a Trainee

## 1. Apprenticeship Period:

You will be on Apprenticeship for a period of one year from the date you are registered in <http://www.mhrdnats.gov.in>. Upon successful completion of your Apprenticeship of one year, and with proper maintenance of Company's Code of Conduct and Policies, Company may offer you employment in a suitable position.

- a. During your Apprenticeship, you are expected to give your full effort to complete your Training successfully. During the initial period of your Training, you will be undergoing Examinations, both Practical as well as Online, the cut-off marks of which is 60%. Upon failure to secure 60% in the first chance in any of the Exams, you will be given another opportunity, failing which, your Apprenticeship will be terminated by the Company.
- b. In case of violation of Code of Conduct or Policies of Company, Company may terminate your Apprenticeship with immediate effect.

## 2. Surety Deposit:

**On the day of your onboarding the Company for apprenticeship/training, you will be required to execute a retention undertaking for a period of two years, and sign a bond agreement of INR 50,000/- (Rupees Fifty Thousand only) as a surety amount and it is to be paid to Pinnacle Infotech Solutions in the event if you voluntarily or involuntarily leave the organization within 2 years from the date of joining. It needs to be paid through Demand Draft payable to 'Pinnacle Infotech Solutions'. The said amount is required to meet your Training expenses and provide infrastructural facilities. The said agreement is invalid if you decide to leave within 15 days of your joining.**

**In case of Resignations, drop out after 15 days of joining and long absences, and Termination on grounds of non-performance and disciplinary issues, the said surety amount has to be paid as per agreement,**

## 3. Leave:

During your Apprenticeship, you will be undergoing Classroom Training for 3 months, followed by On-job Training for 9 months.

- a. During your Classroom Training of 3 months, you would be entitled for 2 Casual leaves only.
- b. During your On-job Training period for 9 months, you will be entitled for 0.5 Casual Leaves per month and 1.25 Privilege Leaves per month.

## 4. Increments and Promotions:

There will be no Increment or Promotion during your Apprenticeship period of one year.

You will be entitled for a monthly stipend of Rs 18000/-, You will not be entitled for any kind of statutory benefits for this period.



# Pinnacle Infotech Solutions

IT-A-016-E, MAHINDRA SEZ, RAJASTHAN, JAIPUR - 302037  
www.pinnaclecad.com | Global BIM Leader

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**1. Notice Period:**

During the Apprenticeship period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / Apprenticeship can be terminated by the Company with one-day notice thereof. In the event of you having any incomplete assignment, the Company may decide to relieve you only at the end of the completion of the said assignment. Similarly, the Company can terminate your Apprenticeship with immediate effect giving stipend only up to the end of previous calendar month. The Company may terminate your services immediately on disciplinary grounds. No Stipend will be paid if you drop out or stop attending apprenticeship/training.

**2. Employment Agreement:**

After successful completion of your Apprenticeship, you will undertake an Agreement on the laid down terms and conditions for permanent employment with Pinnacle Infotech Solutions.

**3. Transfer:**

During your Training period, you can be transferred to any of our Units / Departments situated anywhere in India or abroad.

**Background Checks:**

The Company may, 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 records checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your apprenticeship and subsequent employment.

**4. Other Terms & Conditions:**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Pinnacle Infotech Solutions. 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.

Yours sincerely,

**Neha Goel**

**AGM - Human Resources**

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# Pinnacle Infotech Solutions

IT-A-016-E, MAHINDRA SEZ, RAJASTHAN, JAIPUR - 302037  
www.pinnaclecad.com | Global BIM Leader

KRITHIK BOTHRA

Date: -28/04/2022

Candidate ID:29931843

**Subject: Offer for Apprenticeship**

Dear KRITHIK BOTHRA

Further to your application for Apprenticeship/ Training with us and the subsequent selection process, we are happy to induct you in our Company as Apprentice / Trainee.

Date of your joining would be 4<sup>th</sup> of July, 2022. You will be entitled for a monthly stipend of Rs. 18000/- (Eighteen Thousand only). Upon your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your Apprenticeship/Training, wherein the necessary training and the contractual obligation will be with Pinnacle Infotech Solutions. On successful completion of your Apprenticeship of One year with the company you will be absorbed as a permanent employee with Pinnacle Infotech Solutions subject to the terms and conditions as per Company policies.

Company solely reserves the right to make any further changes to the date of joining.

Your Apprenticeship with us will be governed by the rules, regulations and policies of the Company and as contemplated in the Apprenticeship Act 1961.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

**We request you to please sign this letter as acceptance of the offer and mail the signed scanned copy to us within 15 days. Also, please carry a signed copy of the offer letter on the day of your joining as an authenticating identity document.**

Welcome to Pinnacle Infotech Solutions.

Yours sincerely,

Neha Goel

**AGM - Human Resources**

Annexure to the offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters Your Signature

Date: 10.05.2022

Location: NAGAPATTINAM



# Pinnacle Infotech Solutions

IT-A-016-E, MAHINDRA SEZ, RAJASTHAN, JAIPUR - 302037  
www.pinnaclecad.com | Global BIM Leader

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**1. Notice Period:**

During the Apprenticeship period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / Apprenticeship can be terminated by the Company with one-day notice thereof. In the event of you having any incomplete assignment, the Company may decide to relieve you only at the end of the completion of the said assignment. Similarly, the Company can terminate your Apprenticeship with immediate effect giving stipend only up to the end of previous calendar month. The Company may terminate your services immediately on disciplinary grounds. No Stipend will be paid if you drop out or stop attending apprenticeship/training.

**2. Employment Agreement:**

After successful completion of your Apprenticeship, you will undertake an Agreement on the laid down terms and conditions for permanent employment with Pinnacle Infotech Solutions.

**3. Transfer:**

During your Training period, you can be transferred to any of our Units / Departments situated anywhere in India or abroad.

**Background Checks:**

The Company may, 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 records checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your apprenticeship and subsequent employment.

**4. Other Terms & Conditions:**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Pinnacle Infotech Solutions. 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.

Yours sincerely,

**Neha Goel**

**AGM - Human Resources**

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# Pinnacle Infotech Solutions

IT-A-016-E, MAHINDRA SEZ, RAJASTHAN, JAIPUR - 302037  
www.pinnaclecad.com | Global BIM Leader

Aakash

Date: -28/04/2022

Candidate ID:29932167

**Subject: Offer for Apprenticeship**

Dear Aakash

Further to your application for Apprenticeship/ Training with us and the subsequent selection process, we are happy to induct you in our Company as Apprentice / Trainee.

Date of your joining would be 4<sup>th</sup> of July, 2022. You will be entitled for a monthly stipend of Rs. 18000/- (Eighteen Thousand only). Upon your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your Apprenticeship/Training, wherein the necessary training and the contractual obligation will be with Pinnacle Infotech Solutions. On successful completion of your Apprenticeship of One year with the company you will be absorbed as a permanent employee with Pinnacle Infotech Solutions subject to the terms and conditions as per Company policies.

Company solely reserves the right to make any further changes to the date of joining.

Your Apprenticeship with us will be governed by the rules, regulations and policies of the Company and as contemplated in the Apprenticeship Act 1961.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

**We request you to please sign this letter as acceptance of the offer and mail the signed scanned copy to us within 15 days. Also, please carry a signed copy of the offer letter on the day of your joining as an authenticating identity document.**

Welcome to Pinnacle Infotech Solutions.

Yours sincerely,

Neha Goel

AGM - Human Resources

Annexure to the offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

[D.AAKASH]  
Your name in capital letters Your Signature

Date: 10.05.2022

Location: Nagapattinam



# Pinnacle Infotech Solutions

IT-A-016-E, MAHINDRA SEZ, RAJASTHAN, JAIPUR - 302037  
www.pinnaclecad.com | Global BIM Leader

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**1. Notice Period:**

During the Apprenticeship period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / Apprenticeship can be terminated by the Company with one-day notice thereof. In the event of you having any incomplete assignment, the Company may decide to relieve you only at the end of the completion of the said assignment. Similarly, the Company can terminate your Apprenticeship with immediate effect giving stipend only up to the end of previous calendar month. The Company may terminate your services immediately on disciplinary grounds. No Stipend will be paid if you drop out or stop attending apprenticeship/training.

**2. Employment Agreement:**

After successful completion of your Apprenticeship, you will undertake an Agreement on the laid down terms and conditions for permanent employment with Pinnacle Infotech Solutions.

**3. Transfer:**

During your Training period, you can be transferred to any of our Units / Departments situated anywhere in India or abroad.

**Background Checks:**

The Company may, 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 records checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your apprenticeship and subsequent employment.

**4. Other Terms & Conditions:**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Pinnacle Infotech Solutions. 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.

Yours sincerely,

**Neha Goel**

**AGM - Human Resources**

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# Pinnacle Infotech Solutions

IT-A-016-E, MAHINDRA SEZ, RAJASTHAN, JAIPUR - 302037  
www.pinnaclecad.com | Global BIM Leader

HARI

Date: -28/04/2022

Candidate ID:29932642

**Subject: Offer for Apprenticeship**

Dear HARI

Further to your application for Apprenticeship/ Training with us and the subsequent selection process, we are happy to induct you in our Company as Apprentice / Trainee.

Date of your joining would be 4<sup>th</sup> of July, 2022. You will be entitled for a monthly stipend of Rs. 18000/- (Eighteen Thousand only). Upon your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your Apprenticeship/Training, wherein the necessary training and the contractual obligation will be with Pinnacle Infotech Solutions. On successful completion of your Apprenticeship of One year with the company you will be absorbed as a permanent employee with Pinnacle Infotech Solutions subject to the terms and conditions as per Company policies.

Company solely reserves the right to make any further changes to the date of joining.

Your Apprenticeship with us will be governed by the rules, regulations and policies of the Company and as contemplated in the Apprenticeship Act 1961.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

**We request you to please sign this letter as acceptance of the offer and mail the signed scanned copy to us within 15 days. Also, please carry a signed copy of the offer letter on the day of your joining as an authenticating identity document.**

Welcome to Pinnacle Infotech Solutions.

Yours sincerely,

**Neha Goel**

**AGM - Human Resources**

Annexure to the offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

(V. HARIPRASAD)

Your name in capital letters Your Signature

Date: 10.05.2022

Location: Nagapattinam



# Pinnacle Infotech Solutions

IT-A-016-E, MAHINDRA SEZ, RAJASTHAN, JAIPUR - 302037  
www.pinnaclecad.com | Global BIM Leader

## 1. Notice Period:

During the Apprenticeship period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / Apprenticeship can be terminated by the Company with one-day notice thereof. In the event of you having any incomplete assignment, the Company may decide to relieve you only at the end of the completion of the said assignment. Similarly, the Company can terminate your Apprenticeship with immediate effect giving stipend only up to the end of previous calendar month. The Company may terminate your services immediately on disciplinary grounds. No Stipend will be paid if you drop out or stop attending apprenticeship/training.

## 2. Employment Agreement:

After successful completion of your Apprenticeship, you will undertake an Agreement on the laid down terms and conditions for permanent employment with Pinnacle Infotech Solutions.

## 3. Transfer:

During your Training period, you can be transferred to any of our Units / Departments situated anywhere in India or abroad.

### Background Checks:

The Company may, 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 records checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your apprenticeship and subsequent employment.

## 4. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Pinnacle Infotech Solutions. 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.

Yours sincerely,

**Neha Goel**

**AGM - Human Resources**

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# Pinnacle Infotech Solutions

IT-A-016-E, MAHINDRA SEZ, RAJASTHAN, JAIPUR - 302037  
www.pinnaclecad.com | Global BIM Leader

DINESH

Date: -28/04/2022

Candidate ID:29932264

**Subject: Offer for Apprenticeship**

Dear DINESH

Further to your application for Apprenticeship/ Training with us and the subsequent selection process, we are happy to induct you in our Company as Apprentice / Trainee.

Date of your joining would be 4<sup>th</sup> of July, 2022. You will be entitled for a monthly stipend of Rs. 18000/- (Eighteen Thousand only). Upon your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your Apprenticeship/Training, wherein the necessary training and the contractual obligation will be with Pinnacle Infotech Solutions. On successful completion of your Apprenticeship of One year with the company you will be absorbed as a permanent employee with Pinnacle Infotech Solutions subject to the terms and conditions as per Company policies.

Company solely reserves the right to make any further changes to the date of joining.

Your Apprenticeship with us will be governed by the rules, regulations and policies of the Company and as contemplated in the Apprenticeship Act 1961.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

**We request you to please sign this letter as acceptance of the offer and mail the signed scanned copy to us within 15 days. Also, please carry a signed copy of the offer letter on the day of your joining as an authenticating identity document.**

Welcome to Pinnacle Infotech Solutions.

Yours sincerely,

Neha Goel

**AGM - Human Resources**

Annexure to the offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

(S. Dinesh Kumar)

(S. DINESH KUMAR)

Your name in capital letters Your Signature

Date: 06-05-2022

Location: Nagapattinam



# Pinnacle Infotech Solutions

IT-A-016-E, MAHINDRA SEZ, RAJASTHAN, JAIPUR - 302037  
www.pinnaclecad.com | Global BIM Leader

**1. Notice Period:**

During the Apprenticeship period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / Apprenticeship can be terminated by the Company with one-day notice thereof. In the event of you having any incomplete assignment, the Company may decide to relieve you only at the end of the completion of the said assignment. Similarly, the Company can terminate your Apprenticeship with immediate effect giving stipend only up to the end of previous calendar month. The Company may terminate your services immediately on disciplinary grounds. No Stipend will be paid if you drop out or stop attending apprenticeship/training.

**2. Employment Agreement:**

After successful completion of your Apprenticeship, you will undertake an Agreement on the laid down terms and conditions for permanent employment with Pinnacle Infotech Solutions.

**3. Transfer:**

During your Training period, you can be transferred to any of our Units / Departments situated anywhere in India or abroad.

**Background Checks:**

The Company may, 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 records checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your apprenticeship and subsequent employment.

**4. Other Terms & Conditions:**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Pinnacle Infotech Solutions. 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.

Yours sincerely,

**Neha Goel**

**AGM - Human Resources**

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DoorNo:G171,GroundFloor,Phase-3,No:769,  
SpencerPlaza,AnnaSalai,Chennai -600002

careers@ysquaretechnology.com

22/09/2021

YST/Chennai/HR20220015

Dear Karthika K,

We are happy to offer you the full time employee for the position of **HR Recruiter** at **YSquare Technology**. We believe your skill and Knowledge is an excellent match for our company.

The annual starting salary for this position is **Rs.2,15,000/-** to be paid. In addition to this starting salary, we're offering you free food & accommodation.

Your employment with **YSquare Technology** 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 definitive period of time.

As an employee of **YSquare Technology**, you are also eligible for our benefits program, which includes medical insurance, vacation time, etc.

Please confirm your acceptance of this offer by signing and returning this letter.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

YoursSincerely,

A handwritten signature in black ink, appearing to read 'K. Mohamed Yusef', written in a cursive style.

Director - Ysquare Technology, Chennai



## OFFER LETTER

Offer Letter No. ST-212022/HR07 Dated 24.06.2022

Dear Karthi T,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**HR Recruiter**” with an annual cost to company **Rs. 2,10,000/-**. You have to report to the Senior HR Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

We would like you to start working on **05.07.2022** at 9.30 A.M. Report to Ms. S. Isha, HR team for documentation and orientation. If this date is not acceptable, then reach out the above mentioned authority immediately through mail.

We are confident that you will be able to make a significant contribution to the success of our Sadhaya Telecom and look forward to working with you.

For Sadhaya Telecom,

**S.Isha**  
**HR Team**  
**Sadhaya Telecom**



## OFFER LETTER

Offer Letter No. ST-212022/HR08 Dated 24.06.2022

Dear Vigneshwaran R,

Congratulations! We are glad to confirm that you have been selected to work for **Sadhaya Telecom**. We are delighted to make you the following Job Offer.

The position we are offering you is “**HR Recruiter**” with an annual cost to company **Rs. 2,10,000/-**. You have to report to the Senior HR Manager. Your working hour will be from 10 A.M. to 8 P.M, Monday to Saturday. But you should be ready to work during the post office hours if requires. You can take 3 day off per month.

We would like you to start working on **05.07.2022** at 9.30 A.M. Report to Ms. S. Isha, HR team for documentation and orientation. If this date is not acceptable, then reach out the above mentioned authority immediately through mail.

We are confident that you will be able to make a significant contribution to the success of our Sadhaya Telecom and look forward to working with you.

**For Sadhaya Telecom,**

**S.Isha**  
**HR Team**  
**Sadhaya Telecom**



Srihari Infotech  
ITO, First Floor Gopalapuram, Vadavalli, Coimbatore, 641041  
Email: [avantika@srihariinfotech.com](mailto:avantika@srihariinfotech.com)

SH-2022/May/251

12<sup>th</sup> May, 2022

Dear ANBU DEVI R,

Following our recent discussion during on-campus interview, we are delighted to offer you the position of **Software Trainee** with our organization. If you join our organization, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of our organization team, we would ask you for your commitment to deliver outstanding quality and results that exceed client expectation. In addition, we expect your personal accountability in all the products, action, advice and results that you provide as a representative of our organization. In return, we are committed to provide you with every opportunity to learn, grow and stretch to the highest level of ability and potential. We are confident you will find the new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Job Title: Software Trainee

Salary: 2.1 Lakhs Per Annum

Probation: You have to serve probation period of 3 months. After that you will become a regular employee of our organization.

Working days: It starts from Monday and extends upto Saturday

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Thanks & Regards

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Mr.C.Harendra

HRM-Srihari Infotech





Srihari Infotech  
ITO, First Floor Gopalapuram, Vadavalli, Coimbatore, 641041  
Email: [avantika@srihariinfotech.com](mailto:avantika@srihariinfotech.com)

SH-2022/May/252

12<sup>th</sup> May, 2022

Dear NITHYA V,

Following our recent discussion during on-campus interview, we are delighted to offer you the position of **Software Trainee** with our organization. If you join our organization, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

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Email:avantika@srihariinfotech.com

SH-2022/May/253

12<sup>th</sup> May, 2022

Dear SUGANDHINI A,

Following our recent discussion during on-campus interview, we are delighted to offer you the position of **Software Trainee** with our organization. If you join our organization, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

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SH-2022/May/254

12<sup>th</sup> May, 2022

Dear JAYA A,

Following our recent discussion during on-campus interview, we are delighted to offer you the position of **Software Trainee** with our organization. If you join our organization, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

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SH-2022/May/255

12<sup>th</sup> May, 2022

Dear LOGESHWARAN N,

Following our recent discussion during on-campus interview, we are delighted to offer you the position of **Software Trainee** with our organization. If you join our organization, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

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SH-2022/May/256

12<sup>th</sup> May, 2022

Dear PAVITHRA A,

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SH-2022/May/257

12<sup>th</sup> May, 2022

Dear SUSHMA S,

Following our recent discussion during on-campus interview, we are delighted to offer you the position of **Software Trainee** with our organization. If you join our organization, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

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Email:avantika@srihariinfotech.com

SH-2022/May/258

12<sup>th</sup> May, 2022

Dear SUVETHA B,

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SH-2022/May/259

12<sup>th</sup> May, 2022

Dear VIJAYA KUMARI S,

Following our recent discussion during on-campus interview, we are delighted to offer you the position of **Software Trainee** with our organization. If you join our organization, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

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SH-2022/May/262

12<sup>th</sup> May, 2022

Dear **BHARATHIDHASAN A**

Following our recent discussion during on-campus interview, we are delighted to offer you the position of **Software Trainee** with our organization. If you join our organization, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

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SH-2022/May/247

12<sup>th</sup> May, 2022

Dear ANGEL A,

Following our recent discussion during on-campus interview, we are delighted to offer you the position of **Software Trainee** with our organization. If you join our organization, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

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Email:avantika@srihariinfotech.com

SH-2022/May/248

12<sup>th</sup> May, 2022

Dear MADHUMITHA K,

Following our recent discussion during on-campus interview, we are delighted to offer you the position of **Software Trainee** with our organization. If you join our organization, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

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SH-2022/May/249

12<sup>th</sup> May, 2022

Dear MUSUF RASHEEN B,

Following our recent discussion during on-campus interview, we are delighted to offer you the position of **Software Trainee** with our organization. If you join our organization, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

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SH-2022/May/250

12<sup>th</sup> May, 2022

Dear RAMYA T,

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SH-2022/May/263

12<sup>th</sup> May, 2022

Dear AMUDHAN H S

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SH-2022/May/260

12<sup>th</sup> May, 2022

Dear Agenesis Beaula P,

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SH-2022/May/261

12<sup>th</sup> May, 2022

Dear Rajesh S,

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SH-2022/May/264

12<sup>th</sup> May, 2022

Dear **GAYATHRI K**

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SH-2022/May/265

12<sup>th</sup> May, 2022

Dear **MOHAMED AKHRAM KHAN B**

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SH-2022/May/266

12<sup>th</sup> May, 2022

Dear **REENA S**

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Srihari Infotech  
ITO, First Floor Gopalapuram, Vadavalli, Coimbatore, 641041  
Email:avantika@srihariinfotech.com

SH-2022/May/267

12<sup>th</sup> May, 2022

Dear **SAMIMOON NISHA A**

Following our recent discussion during on-campus interview, we are delighted to offer you the position of **Software Trainee** with our organization. If you join our organization, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of our organization team, we would ask you for your commitment to deliver outstanding quality and results that exceed client expectation. In addition, we expect your personal accountability in all the products, action, advice and results that you provide as a representative of our organization. In return, we are committed to provide you with every opportunity to learn, grow and stretch to the highest level of ability and potential. We are confident you will find the new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Job Title: Software Trainee

Salary: 2.1 Lakhs Per Annum

Probation: You have to serve probation period of 3 months. After that you will become a regular employee of our organization.

Working days: It starts from Monday and extends upto Saturday

Working Hours: 09.00 a.m. to 05.00 p.m.

Reporting Relationship: You have to report to your team lead.

(Sign this offer letter and return it back to the organization at the time of joining)

Thanks & Regards

Mr.C.Harendra

HRM-SrihariInfotech



Srihari Infotech  
ITO, First Floor Gopalapuram, Vadavalli, Coimbatore, 641041  
Email:avantika@srihariinfotech.com

SH-2022/May/268

12<sup>th</sup> May, 2022

Dear **PRADHEEBA S**

Following our recent discussion during on-campus interview, we are delighted to offer you the position of **Software Trainee** with our organization. If you join our organization, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of our organization team, we would ask you for your commitment to deliver outstanding quality and results that exceed client expectation. In addition, we expect your personal accountability in all the products, action, advice and results that you provide as a representative of our organization. In return, we are committed to provide you with every opportunity to learn, grow and stretch to the highest level of ability and potential. We are confident you will find the new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Job Title: Software Trainee

Salary: 2.1 Lakhs Per Annum

Probation: You have to serve probation period of 3 months. After that you will become a regular employee of our organization.

Working days: It starts from Monday and extends upto Saturday

Working Hours: 09.00 a.m. to 05.00 p.m.

Reporting Relationship: You have to report to your team lead.

(Sign this offer letter and return it back to the organization at the time of joining)

Thanks & Regards

Mr.C.Harendra

HRM-SrihariInfotech



Ref: TCSL/DT20219100101/1695672/Lucknow

Date: 14 December 2021

MR. AKASH RAGOUBADY

10, Ayyan Kulam Street,

Kottucherry, Karaikal,

Puducherry-609609.

Tel# 919994052959

**Sub: Joining Letter**

Dear Mr. Akash Ragoubady,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **29th December 2021**, your joining location is **Chennai**, work location is **Chennai** and your stream is **IT**. This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining**.

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



## **TCS Xperience Program**

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



HR/Offer Letter/Mar-2022

March 18,2022

**Mr.Sankar S**

No.42A, South Street,

Lakshmangudi Post

**Thiruvarur District-**  
**614102**

**Mr.Sankar S,**

**Sub: Offer of Appointment**

---

We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **18-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time in line with the compensation policy and practices of the company.

This offer and your employment with Mobius is contingent on your satisfactory completion of all verification and or background / reference checks, which may occur at any time prior to after your effect joining date. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

**Mobius365 Data Services Pvt. Ltd**

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Te: +91 422 2240 348

CIN:U72900TZ2014PTC021677

Website: [www.mobius365.com](http://www.mobius365.com)





11. You will have to hold all confidential information in trust and use the same solely for the purposes such confidential information is provided for and that in no event will you make use of any confidential information for any purpose other than fulfilling your duties and obligation in Mobius Knowledge Services P Ltd. The company will initiate appropriate action in event of non-adherence of this clause.

12. You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

13. The retirement age for all employees is 58 years.

14. In the event of your absence from work for more than four days without written permission from your Manager, it would be assumed that you have voluntarily abandoned the services of the organization and your services with the organization would stand severed.

15. The company will expect you to work with high standards of initiative, efficiency and economy. During the course of your employment, you shall not engage yourself in any other regular/part-time services or work without permission in writing from the organization.

16. You will be expected to comply with a Proprietary Information Non-Disclosure Agreement as a part of this Appointment letter.

We welcome you to our organization and trust that you will enjoy working here and in contributing to the growth and prosperity of the company.

Yours sincerely,

For **Mobius365 Data Services Pvt Ltd**

**Dineshkumar G**

**Head Human Resources**

Global Business Units

**Note:** This is a system generated document and will not have signature.

**Mobius365 Data Services Pvt. Ltd**

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The Company's business involves operating round the clock on all day. Therefore the work may involve shift working and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.

This employment may be terminated by either party giving two months notice or two months gross pay in lieu of notice.

At the time of joining, photocopy of the following documents are mandatory. Please carry the original copies which would be returned after verification.

- Standard X and XII mark sheet equivalent
- Degree / Post Graduate Certificate and mark sheets for all semesters
- Last Salary Drawn Certificate / pay slip of last three months from the previous employer
- Relieving Letter from your previous employers
- Five passport size photographs
- Photocopy of your Aadhar Card
- Photocopy of your Permanent Account Number

Please sign and return to us the duplicate copy of this letter and Annexure as token of your acceptance. In case we do not receive any confirmation from you on or before the specified date, we shall be compelled to treat it as non-acceptance of our offer from your end and shall treat the offer as a declined offer. For further queries / clarifications, feel free to get back to us.

With best wishes and looking forward to a long and mutually beneficial association.

Yours sincerely,

For **Mobius365 Data Services Pvt Ltd**

**Dineshkumar G**

**Head Human Resources**

Global Business Units

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**Mobius365 Data Services Pvt. Ltd**

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**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	<b>Sankar S</b>	<b>Exp.D.O.J</b>	<b>18-Mar-22</b>
<b>Designation</b>	<b>Trainee - Software Engineer</b>	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
1.3	Festival Bonus	789	9,468
1.4	City Compensatory Allowance	1,218	14,616
<b>Gross Monthly Fixed Salary &amp; Benefits</b>		<b>16,213</b>	<b>1,94,556</b>
<b>2.Employer Contribution</b>			
2.1	ESI	527	6,324
2.2	Gratuity*	455	5,460
<b>Cost to Company</b>		<b>17,195</b>	<b>2,06,300</b>

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.

*S. Sankar*  
Received

**Mobius365 Data Services Pvt. Ltd**

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348 CIN.U72900TZ2014PTC021677 Website: www.mobius365.com



HR/Offer Letter/Mar-2022

March 18,2022

**Mr.Karthikesan G**

No.02, Perumal Kovil Street,

Kurumbagaram,

Nedungadu

**Karaikal-609603**

**Mr.Karthikesan G,**

**Sub: Offer of Appointment**

---

We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **18-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time in line with the compensation policy and practices of the company.

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**Mobius365 Data Services Pvt. Ltd**

#116B, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348

CIN.U72900TZ2014PTC021677

Website: [www.mobius365.com](http://www.mobius365.com)



The Company's business involves operating round the clock on all day. Therefore the work may involve shift working and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.

This employment may be terminated by either party giving two months notice or two months gross pay in lieu of notice.

At the time of joining, photocopy of the following documents are mandatory. Please carry the original copies which would be returned after verification.

- Standard X and XII mark sheet equivalent
- Degree / Post Graduate Certificate and mark sheets for all semesters
- Last Salary Drawn Certificate / pay slip of last three months from the previous employer
- Relieving Letter from your previous employers
- Five passport size photographs
- Photocopy of your Aadhar Card
- Photocopy of your Permanent Account Number

Please sign and return to us the duplicate copy of this letter and Annexure as token of your acceptance. In case we do not receive any confirmation from you on or before the specified date, we shall be compelled to treat it as non-acceptance of our offer from your end and shall treat the offer as a declined offer. For further queries / clarifications, feel free to get back to us.

With best wishes and looking forward to a long and mutually beneficial association.

Yours sincerely,

For **Mobius365 Data Services Pvt Ltd**

**Dineshkumar G**

**Head Human Resources**

Global Business Units

**Note:** This is a system generated document and will not have signature.

**Mobius365 Data Services Pvt. Ltd**

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348    CIN:U72900TZ2014PTC021677    Website: [www.mobius365.com](http://www.mobius365.com)



#### Annexure-I

Compensation & Benefits			
<b>Name</b>	<b>Karthikesan G</b>	<b>Exp.D.O.J</b>	<b>18-Mar-22</b>
<b>Designation</b>	<b>Trainee - Software Engineer</b>	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
1.3	Festival Bonus	789	9,468
1.4	City Compensatory Allowance	1,218	14,616
<b>Gross Monthly Fixed Salary &amp; Benefits</b>		16,213	1,94,556
<b>2.Employer Contribution</b>			
2.1	ESI	527	6,324
2.2	Gratuity*	455	5,460
<b>Cost to Company</b>		17,195	2,06,300

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.

#### Mobius365 Data Services Pvt. Ltd

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HR/Offer Letter/Mar-2022

March 19,2022

**Ms.Keerthana A**

No.4/141, Indhira Colony,  
Kuranguputhur,  
Talachangadu

**Nagapattinam District-**  
**609107**

**Ms.Keerthana A,**

**Sub: Offer of Appointment**

---

We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **18-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time in line with the compensation policy and practices of the company.

This offer and your employment with Mobius is contingent on your satisfactory completion of all verification and or background / reference checks, which may occur at any time prior to after your effect joining date. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

**Mobius365 Data Services Pvt. Ltd**

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CIN.U72900TZ2014PTC021677

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The Company's business involves operating round the clock on all day. Therefore the work may involve shift working and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.

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At the time of joining, photocopy of the following documents are mandatory. Please carry the original copies which would be returned after verification.

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With best wishes and looking forward to a long and mutually beneficial association.

Yours sincerely,

For **Mobius365 Data Services Pvt Ltd**

**Dineshkumar G**  
**Head Human Resources**

Global Business Units

**Note:** This is a system generated document and will not have signature.

**Mobius365 Data Services Pvt. Ltd**

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Tel: +91 422 2240 348 CIN.U72900TZ2014PTC021677 Website: [www.mobius365.com](http://www.mobius365.com)



**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	<b>Keerthana A</b>	<b>Exp.D.O.J</b>	<b>18-Mar-22</b>
<b>Designation</b>	<b>Trainee - Software Engineer</b>	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
1.3	Festival Bonus	789	9,468
1.4	City Compensatory Allowance	1,218	14,616
<b>Gross Monthly Fixed Salary &amp; Benefits</b>		<b>16,213</b>	<b>1,94,556</b>
<b>2.Employer Contribution</b>			
2.1	ESI	527	6,324
2.2	Gratuity*	455	5,460
<b>Cost to Company</b>		<b>17,195</b>	<b>2,06,300</b>

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.



HR/Offer Letter/Mar-2022

March 18,2022

**Mr.Viknesh M**

No.41,Soundarambal  
Sannathi Street,

Karaikal

**Karaikal District-605010**

Mr.Viknesh M,

Sub: **Offer of Appointment**

---

We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

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**Mobius365 Data Services Pvt. Ltd**

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348

CIN.U72900TZ2014PTC021677

Website: [www.mobius365.com](http://www.mobius365.com)

**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	Viknesh M	<b>Exp.D.O.J</b>	18-Mar-22
<b>Designation</b>	Trainee - Software Engineer	<b>Band &amp; Level</b>	B1L1
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
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1.4	City Compensatory Allowance	1,218	14,616
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2.2	Gratuity*	455	5,460
<b>Cost to Company</b>		17,195	2,06,300

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\* Payment of Gratuity shall be as per The Payment of Gratuity Act.



*30/03/22*

**Mobius365 Data Services Pvt. Ltd**

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Tel: +91 422 2240 348 CIN:U72900TZ2014PTC021677 Website: www.mobius365.com



HR/Offer Letter/Mar-2022

March 18,2022

**Mr.Abdul Hameed M**

No.1B, Pattakal Street,

Thittachery

**Nagapattinam District-**  
**609703**

**Mr.Abdul Hameed M,**

**Sub: Offer of Appointment**

---

We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

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**Mobius365 Data Services Pvt. Ltd**

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Tel: +91 422 2240 348

CIN.U72900TZ2014PTC021677

Website: [www.mobius365.com](http://www.mobius365.com)



#### Annexure-I

Compensation & Benefits			
<b>Name</b>	<b>Abdul Hameed M</b>	<b>Exp.D.O.J</b>	<b>18-Mar-22</b>
<b>Designation</b>	<b>Trainee - Software Engineer</b>	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
1.3	Festival Bonus	789	9,468
1.4	City Compensatory Allowance	1,218	14,616
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#### Mobius365 Data Services Pvt. Ltd

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HR/Appt Letter/Mar-2022

**Mr.Sarabeshwaran S**

Poonthottam

**Thiruvarur District-609503**

**Mr.Sarabeshwaran S,**

**Sub: Letter of Appointment**

---

We are pleased to offer you employment in Mobius365 Data Services Pvt Ltd Trainee - Software Engineer at B1 level with effect from 18-Mar-2022 subject to the following terms and conditions.

1. Your salary on Gross Cost to Company basis stands as Rs. 17195 per month as detailed in Annexure. All perquisites and benefits in your salary/compensation plan shall be governed as per policy applicable to employees at your level in the company and shall be governed by statutory guidelines and taxes as applicable. However, the structure of your compensation plan may be altered/modified at the discretion of the Company from time to time in line with its compensation policy and practices.
2. You will be on probation for six months from the date of joining with the organisation.
3. This employment may be terminated by either party giving two months notice or one month gross pay in lieu of notice. Whilst the company reserves the right to relieve the employee upon resignation prior to conclusion of notice period without paying for the balance notice period, or notice pay in lieu of notice. Also the management in its capacity, reserves the right to override this clause and insist upon the employee to serve the notice period for smooth transition.
4. In the case of termination due to non-performance, mal-practice or violation of agreement terms, the company reserves the right to terminate the employment without notice and claim compensation. In the event of employee getting relieved before the agreed notice period, the relieving letter and service certificate will be issued on completion of the set notice period after all clearances being done.
5. During your employment with the Company; you will be governed by the Service Rules and regulations of the Company currently in force or as introduced/awarded from time to time.
6. During your employment with the Company, you are liable to be shifted from one job or department or shift depending on the project requirements.

**Mobius365 Data Services Pvt. Ltd**

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348

CIN.U72900TZ2014PTC021677

Website: [www.mobius365.com](http://www.mobius365.com)



HR/Offer Letter/Mar-2022

March 18,2022

**Mr.Thiyakesan G**

No.134, Pillayar Kovil Street,  
Manjakollai,  
Andanapettai

**Nagapattinam District-**  
**611106**

**Mr.Thiyakesan G,**

**Sub: Offer of Appointment**

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We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **18-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time in line with the compensation policy and practices of the company.

This offer and your employment with Mobius is contingent on your satisfactory completion of all verification and or background / reference checks, which may occur at any time prior to after your effect joining date. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

**Mobius365 Data Services Pvt. Ltd**

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**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	<b>Thiyakesan G</b>	<b>Exp.D.O.J</b>	<b>18-Mar-22</b>
<b>Designation</b>	<b>Trainee - Software Engineer</b>	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
1.3	Festival Bonus	789	9,468
1.4	City Compensatory Allowance	1,218	14,616
<b>Gross Monthly Fixed Salary &amp; Benefits</b>		<b>16,213</b>	<b>1,94,556</b>
<b>2.Employer Contribution</b>			
2.1	ESI	527	6,324
2.2	Gratuity*	455	5,460
<b>Cost to Company</b>		<b>17,195</b>	<b>2,06,300</b>

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.

**Mobius365 Data Services Pvt. Ltd**

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348 CIN.U72900TZ2014PTC021677 Website: www.mobius365.com





HR/Offer Letter/Mar-2022

March 18,2022

**Ms.Kiruthiga S**

No.14/5, Semmattipillaiyar  
Kovil Street,

Nagapattinam

**Nagapattinam District-**  
**609003**

**Ms.Kiruthiga S,**

**Sub: Offer of Appointment**

We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **18-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time in line with the compensation policy and practices of the company.

This offer and your employment with Mobius is contingent on your satisfactory completion of all verification and or background / reference checks, which may occur at any time prior to after your effect joining date. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

**Mobius365 Data Services Pvt. Ltd**

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

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**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	<b>Kiruthiga S</b>	<b>Exp.D.O.J</b>	<b>18-Mar-22</b>
<b>Designation</b>	<b>Trainee - Software Engineer</b>	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
1.3	Festival Bonus	789	9,468
1.4	City Compensatory Allowance	1,218	14,616
<b>Gross Monthly Fixed Salary &amp; Benefits</b>		<b>16,213</b>	<b>1,94,556</b>
<b>2.Employer Contribution</b>			
2.1	ESI	527	6,324
2.2	Gratuity*	455	5,460
<b>Cost to Company</b>		<b>17,195</b>	<b>2,06,300</b>

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.

**Mobius365 Data Services Pvt. Ltd**

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HR/Offer Letter/Mar-2022

March 18,2022

**Ms.Madhumitha S**

No.2/33, Thirumanjana  
Veethi,

Perunchery

**Mayiladutharai District-**  
**609404**

**Ms.Madhumitha S,**

**Sub: Offer of Appointment**

---

We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **18-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time in line with the compensation policy and practices of the company.

This offer and your employment with Mobius is contingent on your satisfactory completion of all verification and or background / reference checks, which may occur at any time prior to after your effect joining date. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

**Mobius365 Data Services Pvt. Ltd**

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Website: www.mobius365.com



**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	<b>Madhumitha S</b>	<b>Exp.D.O.J</b>	<b>18-Mar-22</b>
<b>Designation</b>	<b>Trainee - Software Engineer</b>	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
1.3	Festival Bonus	789	9,468
1.4	City Compensatory Allowance	1,218	14,616
	<b>Gross Monthly Fixed Salary &amp; Benefits</b>	16,213	1,94,556
<b>2.Employer Contribution</b>			
2.1	ESI	527	6,324
2.2	Gratuity*	455	5,460
	<b>Cost to Company</b>	17,195	2,06,300

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.



HR/Offer Letter/Mar-2022

March 25,2022

**Mr.Amrish Mahadic R**

No.14, Shivan Kizha  
Madavidagam,

Nagore

**Nagapattinam District-**  
**611002**

**Mr.Amrish Mahadic R,**

**Sub: Offer of Appointment**

---

We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **25-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time in line with the compensation policy and practices of the company.

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**Mobius365 Data Services Pvt. Ltd**

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**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	<b>Amrish Mahadic R</b>	<b>Exp.D.O.J</b>	<b>25-Mar-22</b>
<b>Designation</b>	<b>Trainee - Software Engineer</b>	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
1.3	Festival Bonus	789	9,468
1.4	City Compensatory Allowance	1,218	14,616
	<b>Gross Monthly Fixed Salary &amp; Benefits</b>	16,213	1,94,556
<b>2.Employer Contribution</b>			
2.1	ESI	527	6,324
2.2	Gratuity*	455	5,460
	<b>Cost to Company</b>	17,195	2,06,300

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.



HR/Appt Letter/Mar-2022

**Ms.Devi Priyanga S**

Akkaraipettai

**Nagapattinam District-611106**

**Ms.Devi Priyanga S,**

Sub: **Letter of Appointment**

---

We are pleased to offer you employment in Mobius365 Data Services Pvt Ltd Trainee - Software Engineer at B1 level with effect from 25-Mar-2022 subject to the following terms and conditions.

1. Your salary on Gross Cost to Company basis stands as Rs. 17195 per month as detailed in Annexure. All perquisites and benefits in your salary/compensation plan shall be governed as per policy applicable to employees at your level in the company and shall be governed by statutory guidelines and taxes as applicable. However, the structure of your compensation plan may be altered/modified at the discretion of the Company from time to time in line with its compensation policy and practices.
2. You will be on probation for six months from the date of joining with the organisation.
3. This employment may be terminated by either party giving two months notice or one month gross pay in lieu of notice. Whilst the company reserves the right to relieve the employee upon resignation prior to conclusion of notice period without paying for the balance notice period, or notice pay in lieu of notice. Also the management in its capacity, reserves the right to override this clause and insist upon the employee to serve the notice period for smooth transition.
4. In the case of termination due to non-performance, mal-practice or violation of agreement terms, the company reserves the right to terminate the employment without notice and claim compensation. In the event of employee getting relieved before the agreed notice period, the relieving letter and service certificate will be issued on completion of the set notice period after all clearances being done.
5. During your employment with the Company, you will be governed by the Service Rules and regulations of the Company currently in force or as introduced/awarded from time to time.
6. During your employment with the Company, you are liable to be shifted from one job or department or shift depending on the project requirements.

**Mobius365 Data Services Pvt. Ltd**

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348

CIN.U72900TZ2014PTC021677

Website: [www.mobius365.com](http://www.mobius365.com)



11. You will have to hold all confidential information in trust and use the same solely for the purposes such confidential information is provided for and that in no event will you make use of any confidential information for any purpose other than fulfilling your duties and obligation in Mobius Knowledge Services P Ltd. The company will initiate appropriate action in event of non-adherence of this clause.

12. You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

13. The retirement age for all employees is 58 years.

14. In the event of your absence from work for more than four days without written permission from your Manager, it would be assumed that you have voluntarily abandoned the services of the organization and your services with the organization would stand severed.

15. The company will expect you to work with high standards of initiative, efficiency and economy. During the course of your employment, you shall not engage yourself in any other regular/part-time services or work without permission in writing from the organization.

16. You will be expected to comply with a Proprietary Information Non-Disclosure Agreement as a part of this Appointment letter.

We welcome you to our organization and trust that you will enjoy working here and in contributing to the growth and prosperity of the company.

Yours sincerely,

For **Mobius365 Data Services Pvt Ltd**

**Dineshkumar G**

**Head Human Resources**

Global Business Units

**Note:** This is a system generated document and will not have signature.

**Mobius365 Data Services Pvt. Ltd**

#116B, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

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CIN.U72900TZ2014PTC021677

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HR/Offer Letter/Mar-2022

March 25,2022

**Ms.Ranjani R**

No.13/1, East Street,  
80. Radhanallur Post,  
Sirkali Taluk

**Mayiladuthurai District-  
609114**

**Ms.Ranjani R,**

**Sub: Offer of Appointment**

---

We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **25-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time in line with the compensation policy and practices of the company.

This offer and your employment with Mobius is contingent on your satisfactory completion of all verification and or background / reference checks, which may occur at any time prior to after your effect joining date. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

**Mobius365 Data Services Pvt. Ltd**

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

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Website: [www.mobius365.com](http://www.mobius365.com)



The Company's business involves operating round the clock on all day. Therefore the work may involve shift working and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.

This employment may be terminated by either party giving two months notice or two months gross pay in lieu of notice.

At the time of joining, photocopy of the following documents are mandatory. Please carry the original copies which would be returned after verification.

- Standard X and XII mark sheet equivalent
- Degree / Post Graduate Certificate and mark sheets for all semesters
- Last Salary Drawn Certificate / pay slip of last three months from the previous employer
- Relieving Letter from your previous employers
- Five passport size photographs
- Photocopy of your Aadhar Card
- Photocopy of your Permanent Account Number

Please sign and return to us the duplicate copy of this letter and Annexure as token of your acceptance. In case we do not receive any confirmation from you on or before the specified date, we shall be compelled to treat it as non-acceptance of our offer from your end and shall treat the offer as a declined offer. For further queries / clarifications, feel free to get back to us.

With best wishes and looking forward to a long and mutually beneficial association.

Yours sincerely,

For **Mobius365 Data Services Pvt Ltd**

**Dineshkumar G**

**Head Human Resources**

Global Business Units

**Note:** This is a system generated document and will not have signature.

**Mobius365 Data Services Pvt. Ltd**

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

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**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	Ranjani R	<b>Exp.D.O.J</b>	25-Mar-22
<b>Designation</b>	Trainee - Software Engineer	<b>Band &amp; Level</b>	B1L1
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
1.3	Festival Bonus	789	9,468
1.4	City Compensatory Allowance	1,218	14,616
	<b>Gross Monthly Fixed Salary &amp; Benefits</b>	16,213	1,94,556
<b>2.Employer Contribution</b>			
2.1	ESI	527	6,324
2.2	Gratuity*	455	5,460
	<b>Cost to Company</b>	17,195	2,06,300

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.



HR/Appt Letter/Mar-2022

**Ms.Sowmiya R**

Velippalayam

**Nagapattinam District-611001**

**Ms.Sowmiya R,**

**Sub: Letter of Appointment**

---

We are pleased to offer you employment in Mobius365 Data Services Pvt Ltd Trainee - Software Engineer at B1 level with effect from 25-Mar-2022 subject to the following terms and conditions.

1. Your salary on Gross Cost to Company basis stands as Rs. 17195 per month as detailed in Annexure. All perquisites and benefits in your salary/compensation plan shall be governed as per policy applicable to employees at your level in the company and shall be governed by statutory guidelines and taxes as applicable. However, the structure of your compensation plan may be altered/modified at the discretion of the Company from time to time in line with its compensation policy and practices.
2. You will be on probation for six months from the date of joining with the organisation.
3. This employment may be terminated by either party giving two months notice or one month gross pay in lieu of notice. Whilst the company reserves the right to relieve the employee upon resignation prior to conclusion of notice period without paying for the balance notice period, or notice pay in lieu of notice. Also the management in its capacity, reserves the right to override this clause and insist upon the employee to serve the notice period for smooth transition.
4. In the case of termination due to non-performance, mal-practice or violation of agreement terms, the company reserves the right to terminate the employment without notice and claim compensation. In the event of employee getting relieved before the agreed notice period, the relieving letter and service certificate will be issued on completion of the set notice period after all clearances being done.
5. During your employment with the Company, you will be governed by the Service Rules and regulations of the Company currently in force or as introduced/awarded from time to time.
6. During your employment with the Company, you are liable to be shifted from one job or department or shift depending on the project requirements.

**Mobius365 Data Services Pvt. Ltd**

#116B, Samsunya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

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CIN.U72900TZ2014PTC021677

Website: [www.mobius365.com](http://www.mobius365.com)



11. You will have to hold all confidential information in trust and use the same solely for the purposes such confidential information is provided for and that in no event will you make use of any confidential information for any purpose other than fulfilling your duties and obligation in Mobius Knowledge Services P Ltd. The company will initiate appropriate action in event of non-adherence of this clause.

12. You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

13. The retirement age for all employees is 58 years.

14. In the event of your absence from work for more than four days without written permission from your Manager, it would be assumed that you have voluntarily abandoned the services of the organization and your services with the organization would stand severed.

15. The company will expect you to work with high standards of initiative, efficiency and economy. During the course of your employment, you shall not engage yourself in any other regular/part-time services or work without permission in writing from the organization.

16. You will be expected to comply with a Proprietary Information Non-Disclosure Agreement as a part of this Appointment letter.

We welcome you to our organization and trust that you will enjoy working here and in contributing to the growth and prosperity of the company.

Yours sincerely,

For **Mobius365 Data Services Pvt Ltd**

**Dineshkumar G**

**Head Human Resources**

Global Business Units

**Note:** This is a system generated document and will not have signature.

**Mobius365 Data Services Pvt. Ltd**

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HR/Offer Letter/Mar-2022

March 25,2022

**Ms.Sujitha S**

No.188, Varakuppam,  
Agarathirumalam Post,  
Nannilam Thaluka,  
Sembiyanallur

**Thiruvarur District-**  
**609503**

**Ms.Sujitha S,**

**Sub: Offer of Appointment**

---

We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **25-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time in line with the compensation policy and practices of the company.

This offer and your employment with Mobius is contingent on your satisfactory completion of all verification and or background / reference checks, which may occur at any time prior to after your effect joining date. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348

CIN.U72900TZ2014PTC021677

Website: [www.mobius365.com](http://www.mobius365.com)

**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	<b>Sujitha S</b>	<b>Exp.D.O.J</b>	<b>25-Mar-22</b>
<b>Designation</b>	<b>Trainee - Software Engineer</b>	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
1.3	Festival Bonus	789	9,468
1.4	City Compensatory Allowance	1,218	14,616
	<b>Gross Monthly Fixed Salary &amp; Benefits</b>	16,213	1,94,556
<b>2.Employer Contribution</b>			
2.1	ESI	527	6,324
2.2	Gratuity*	455	5,460
	<b>Cost to Company</b>	17,195	2,06,300

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.



HR/Appt Letter/Mar-2022

**Ms.Yogalakshmi S**

Velippalayam

**Nagapattinam District-611001**

**Ms.Yogalakshmi S,**

Sub: **Letter of Appointment**

---

We are pleased to offer you employment in Mobius365 Data Services Pvt Ltd Trainee - Software Engineer at B1 level with effect from 25-Mar-2022 subject to the following terms and conditions.

1. Your salary on Gross Cost to Company basis stands as Rs. 17195 per month as detailed in Annexure. All perquisites and benefits in your salary/compensation plan shall be governed as per policy applicable to employees at your level in the company and shall be governed by statutory guidelines and taxes as applicable. However, the structure of your compensation plan may be altered/modified at the discretion of the Company from time to time in line with its compensation policy and practices.
2. You will be on probation for six months from the date of joining with the organisation.
3. This employment may be terminated by either party giving two months notice or one month gross pay in lieu of notice. Whilst the company reserves the right to relieve the employee upon resignation prior to conclusion of notice period without paying for the balance notice period, or notice pay in lieu of notice. Also the management in its capacity, reserves the right to override this clause and insist upon the employee to serve the notice period for smooth transition.
4. In the case of termination due to non-performance, mal-practice or violation of agreement terms, the company reserves the right to terminate the employment without notice and claim compensation. In the event of employee getting relieved before the agreed notice period, the relieving letter and service certificate will be issued on completion of the set notice period after all clearances being done.
5. During your employment with the Company, you will be governed by the Service Rules and regulations of the Company currently in force or as introduced/awarded from time to time.
6. During your employment with the Company, you are liable to be shifted from one job or department or shift depending on the project requirements.

**Mobius365 Data Services Pvt. Ltd**

#116B, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348

CIN.U72900TZ2014PTC021677

Website: [www.mobius365.com](http://www.mobius365.com)





11. You will have to hold all confidential information in trust and use the same solely for the purposes such confidential information is provided for and that in no event will you make use of any confidential information for any purpose other than fulfilling your duties and obligation in Mobius Knowledge Services P Ltd. The company will initiate appropriate action in event of non-adherence of this clause.

12. You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

13. The retirement age for all employees is 58 years.

14. In the event of your absence from work for more than four days without written permission from your Manager, it would be assumed that you have voluntarily abandoned the services of the organization and your services with the organization would stand severed.

15. The company will expect you to work with high standards of initiative, efficiency and economy. During the course of your employment, you shall not engage yourself in any other regular/part-time services or work without permission in writing from the organization.

16. You will be expected to comply with a Proprietary Information Non-Disclosure Agreement as a part of this Appointment letter.

We welcome you to our organization and trust that you will enjoy working here and in contributing to the growth and prosperity of the company.

Yours sincerely,

For **Mobius365 Data Services Pvt Ltd**

**Dineshkumar G**

**Head Human Resources**

Global Business Units

**Note:** This is a system generated document and will not have signature.

**Mobius365 Data Services Pvt. Ltd**

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

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HR/Offer Letter/Mar-2022

March 18,2022

**Mr.Mohamed Wasim M**  
No.126/1, Rahamath Street,  
Kollapuram  
**Tiruvapur-609608**

**Mr.Mohamed Wasim M,**

**Sub: Offer of Appointment**

---

We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **18-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time in line with the compensation policy and practices of the company.

This offer and your employment with Mobius is contingent on your satisfactory completion of all verification and or background / reference checks, which may occur at any time prior to after your effect joining date. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

**Mobius365 Data Services Pvt. Ltd**

#116B, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348    CIN.U72900TZ2014PTC021677    Website: [www.mobius365.com](http://www.mobius365.com)



**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	<b>Mohamed Wasim M</b>	<b>Exp.D.O.J</b>	<b>18-Mar-22</b>
<b>Designation</b>	<b>Trainee - Software Engineer</b>	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
1.3	Festival Bonus	789	9,468
1.4	City Compensatory Allowance	1,218	14,616
	<b>Gross Monthly Fixed Salary &amp; Benefits</b>	<b>16,213</b>	<b>1,94,556</b>
<b>2.Employer Contribution</b>			
2.1	ESI	527	6,324
2.2	Gratuity*	455	5,460
	<b>Cost to Company</b>	<b>17,195</b>	<b>2,06,300</b>

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.

**Mobius365 Data Services Pvt. Ltd**

#116B, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348 CIN.U72900TZ2014PTC021677 Website: www.mobius365.com



HR/Offer Letter/Mar-2022

March 18,2022

**Ms.Rajamalini R**

No.2/40, Keelathenur,

Kudiyana Street,

Valluvakudi Post

**Nagapattinam District-**  
**609116**

**Ms.Rajamalini R,**

**Sub: Offer of Appointment**

---

We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **18-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time in line with the compensation policy and practices of the company.

This offer and your employment with Mobius is contingent on your satisfactory completion of all verification and or background / reference checks, which may occur at any time prior to after your effect joining date. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

**Mobius365 Data Services Pvt. Ltd**

#116B, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

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CIN.U72900TZ2014PTC021677

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**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	<b>Rajamalini R</b>	<b>Exp.D.O.J</b>	<b>18-Mar-22</b>
<b>Designation</b>	<b>Trainee - Software Engineer</b>	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
1.3	Festival Bonus	789	9,468
1.4	City Compensatory Allowance	1,218	14,616
	<b>Gross Monthly Fixed Salary &amp; Benefits</b>	16,213	1,94,556
<b>2.Employer Contribution</b>			
2.1	ESI	527	6,324
2.2	Gratuity*	455	5,460
	<b>Cost to Company</b>	17,195	2,06,300

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.



HR/Offer Letter/Mar-2022

March 25,2022

**Ms.Jayabharathi M**

No.2/366A, Roja Street,

Kutturavu Nagar

**Thiruvarur District-**  
**610004**

**Ms.Jayabharathi M,**

**Sub: Offer of Appointment**

---

We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **25-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time in line with the compensation policy and practices of the company.

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**Mobius365 Data Services Pvt. Ltd**

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The Company's business involves operating round the clock on all day. Therefore the work may involve shift working and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.

This employment may be terminated by either party giving two months notice or two months gross pay in lieu of notice.

At the time of joining, photocopy of the following documents are mandatory. Please carry the original copies which would be returned after verification.

- Standard X and XII mark sheet equivalent
- Degree / Post Graduate Certificate and mark sheets for all semesters
- Last Salary Drawn Certificate / pay slip of last three months from the previous employer
- Relieving Letter from your previous employers
- Five passport size photographs
- Photocopy of your Aadhar Card
- Photocopy of your Permanent Account Number

Please sign and return to us the duplicate copy of this letter and Annexure as token of your acceptance. In case we do not receive any confirmation from you on or before the specified date, we shall be compelled to treat it as non-acceptance of our offer from your end and shall treat the offer as a declined offer. For further queries / clarifications, feel free to get back to us.

With best wishes and looking forward to a long and mutually beneficial association.

Yours sincerely,

For **Mobius365 Data Services Pvt Ltd**

**Dineshkumar G**

**Head Human Resources**

Global Business Units

**Note:** This is a system generated document and will not have signature.

**Mobius365 Data Services Pvt. Ltd**

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**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	Jayabharathi M	<b>Exp.D.O.J</b>	25-Mar-22
<b>Designation</b>	Trainee - Software Engineer	<b>Band &amp; Level</b>	B1L1
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
1.3	Festival Bonus	789	9,468
1.4	City Compensatory Allowance	1,218	14,616
<b>Gross Monthly Fixed Salary &amp; Benefits</b>		16,213	1,94,556
<b>2.Employer Contribution</b>			
2.1	ESI	527	6,324
2.2	Gratuity*	455	5,460
<b>Cost to Company</b>		17,195	2,06,300

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.





HR/Offer Letter/Mar-2022

March 25,2022

**Ms.Subitha S**

No.2/78A, Main Road,

Velangudi

**Thiruvarur District-**

**610109**

**Ms.Subitha S,**

**Sub: Offer of Appointment**

---

We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **25-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

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**Mobius365 Data Services Pvt. Ltd**

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**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	<b>Subitha S</b>	<b>Exp.D.O.J</b>	<b>25-Mar-22</b>
<b>Designation</b>	<b>Trainee - Software Engineer</b>	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
1.3	Festival Bonus	789	9,468
1.4	City Compensatory Allowance	1,218	14,616
	<b>Gross Monthly Fixed Salary &amp; Benefits</b>	16,213	1,94,556
<b>2.Employer Contribution</b>			
2.1	ESI	527	6,324
2.2	Gratuity*	455	5,460
	<b>Cost to Company</b>	17,195	2,06,300

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.

**Mobius365 Data Services Pvt. Ltd**

#1168, Samsunya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

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CIN.U72900TZ2014PTC021677

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HR/Appt Letter/Mar-2022

**Ms.Sowmiya R**

Velippalayam

**Nagapattinam District-611001**

**Ms.Sowmiya R,**

**Sub: Letter of Appointment**

---

We are pleased to offer you employment in Mobius365 Data Services Pvt Ltd Trainee - Software Engineer at B1 level with effect from 25-Mar-2022 subject to the following terms and conditions.

1. Your salary on Gross Cost to Company basis stands as Rs. 17195 per month as detailed in Annexure. All perquisites and benefits in your salary/compensation plan shall be governed as per policy applicable to employees at your level in the company and shall be governed by statutory guidelines and taxes as applicable. However, the structure of your compensation plan may be altered/modified at the discretion of the Company from time to time in line with its compensation policy and practices.
2. You will be on probation for six months from the date of joining with the organisation.
3. This employment may be terminated by either party giving two months notice or one month gross pay in lieu of notice. Whilst the company reserves the right to relieve the employee upon resignation prior to conclusion of notice period without paying for the balance notice period, or notice pay in lieu of notice. Also the management in its capacity, reserves the right to override this clause and insist upon the employee to serve the notice period for smooth transition.
4. In the case of termination due to non-performance, mal-practice or violation of agreement terms, the company reserves the right to terminate the employment without notice and claim compensation. In the event of employee getting relieved before the agreed notice period, the relieving letter and service certificate will be issued on completion of the set notice period after all clearances being done.
5. During your employment with the Company, you will be governed by the Service Rules and regulations of the Company currently in force or as introduced/awarded from time to time.
6. During your employment with the Company, you are liable to be shifted from one job or department or shift depending on the project requirements.

**Mobius365 Data Services Pvt. Ltd**

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11. You will have to hold all confidential information in trust and use the same solely for the purposes such confidential information is provided for and that in no event will you make use of any confidential information for any purpose other than fulfilling your duties and obligation in Mobius Knowledge Services P Ltd. The company will initiate appropriate action in event of non-adherence of this clause.

12. You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

13. The retirement age for all employees is 58 years.

14. In the event of your absence from work for more than four days without written permission from your Manager, it would be assumed that you have voluntarily abandoned the services of the organization and your services with the organization would stand severed.

15. The company will expect you to work with high standards of initiative, efficiency and economy. During the course of your employment, you shall not engage yourself in any other regular/part-time services or work without permission in writing from the organization.

16. You will be expected to comply with a Proprietary Information Non-Disclosure Agreement as a part of this Appointment letter.

We welcome you to our organization and trust that you will enjoy working here and in contributing to the growth and prosperity of the company.

Yours sincerely,

**For Mobius365 Data Services Pvt Ltd**

**Dineshkumar G**

**Head Human Resources**

Global Business Units

**Note:** This is a system generated document and will not have signature.

**Mobius365 Data Services Pvt. Ltd**

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Eye Towards Future

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+91 448657548

www.webberax.com  
contact@webberax.com

144 Velumangan Sri Lakshmi Hall Complex,  
Redhills Road, Pharattu Nagar, Padur,  
Ambattur, Chennai - 600053

Date: 17. DEC, 2021

To

AJAY VENKATESH. S.,  
S/O. T. SAMBATH,  
31, MARIYAM NAGAR (2ND CROSS),  
KARAIKAL (PO),  
KARAIKAL (DT),  
609 602

**Subject: Your appointment as JUNIOR SOFTWARE ENGINEER**

Dear AJAY VENKATESH.S.,

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER** effective June 2022 at our organization.

Your cost to the company (CTC) would be RS.2,04,000 (Two Lakh Four Thousand Only) Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

(Kotteshwaran Karuppan)

General Manager - WEBBERAX



Eye Towards Future

+91 9600242905  
+91 4448657548

www.webberax.com  
contact@webberax.com

144 Velmurugan Sri Lakshmi Hall Complex  
Redhills Road Bharathi Nagar Pudur  
Ambattur Chennai - 600053

Date: 17. DEC , 2021

To

SANKAR. S,  
S/O, G. S. SELVANARAYANAN,  
42 A , SOUTH STREET,  
MARAKKADAI , LAKSHMANGUDI (PO),  
THIRUVARUR (DT) - 614 102

**Subject: Your appointment as JUNIOR SOFTWARE ENGINEER**

Dear SANKAR. S ,

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER** effective June 2022 at our organization.

Your cost to the company (CTC) would be RS.2,04,000 (Two Lakh Four Thousand Only) Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

(Kotteshwaran Karuppan)

General Manager -WEBBERAX



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+91 9600242905  
+91 4448657548

www.webberax.com  
contact@webberax.com

144 Velmurugan Sri Lakshmi Hall Complex  
Redhills Road, Bharathi Nagar Pudur  
Ambattur, Chennai - 600053

Date: 17. DEC, 2021

To

LAVANYA . K ,  
9/151, MAIN ROAD,  
KIDAMIANMALAM,  
ERAVADI (PO) ,  
NAGADATTINAM - 609 702

**Subject: Your appointment as JUNIOR SOFTWARE ENGINEER**

Dear LAVANYA . K ,

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER** effective June 2022 at our organization.

Your cost to the company (CTC) would be RS.2,04,000 (Two Lakh Four Thousand Only) Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.



(Kotteshwaran Karuppan)

General Manager -WEBBERAX





Eye Towards Future

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+91 4449657548

www.webberax.com  
contact@webberax.com

144 Velmarthagan Sri Lakshmi Hall Complex  
Redhills Road Bharathi Nagar Pudur  
Ambattur Chennai - 600053

Date: 17. DEC , 2021

To

AAKASH . D,  
S/O, R. DURAIKANNU,  
3/58 A, THE THIYUR MIDDLE AGIRAHARAM,  
ERAVANCHERRY (PO),  
KUDAVASAL (TK),  
THIRUVARUR (D.T) - 609 501

**Subject: Your appointment as JUNIOR SOFTWARE ENGINEER**

Dear AAKASH . D ,

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER** effective June 2022 at our organization.

Your cost to the company (CTC) would be RS.2,04,000 (Two Lakh Four Thousand Only) Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

(Kotteshwaran Karuppan)

General Manager - WEBBERAX





Eye Towards Future

+91 9600242905  
+91 4448657548

www.webberax.com  
contact@webberax.com

144 Velmurugan Sri Lakshmi Hall Complex  
Redhills Road Bharathi Nagar Podur  
Ambattur Chennai - 600053

Date: 17 DEC , 2021

To

HARI PRASAD . V ,  
S/o, V. VENGADESAN,  
246/4 , KUDI STREET,  
MANALI , THIROKKOTTARAM,  
AMBAGIRATHUR (P.O) ,  
NANNILAM (T.K),  
THIRUVARUR (D.T) - 609 601

**Subject: Your appointment as JUNIOR SOFTWARE ENGINEER**

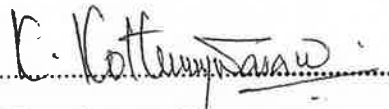
Dear HARI PRASAD . V ,

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER** effective June 2022 at our organization.

Your cost to the company (CTC) would be RS.2,04,000 (Two Lakh Four Thousand Only) Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

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(Kotteshwaran Karuppan)

General Manager -WEBBERAX





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+91 4440657348

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14-1 Veerapattanam Sri Lakshmi Hall Complex  
Redhills Road, Thiruvalluvar Nagar, Post  
Ambattur Chennai - 600053

Date: 17. DEC, 2021

To

VEDHAMALIKA R  
No. 2140, Keelathenur,  
Kudiyarar Street,  
Vallurakudi Post  
Nagapattinam - 609116.

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER

Dear VEDHAMALIKA R

With respect to your application and the subsequent interview, we are pleased to offer you the position of JUNIOR SOFTWARE ENGINEER effective June 2022 at our organization.

Your cost to the company (CTC) would be RS.2,04,000 (Two Lakh Four Thousand Only) Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

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General Manager -WEBBERAX



InstaQ Soft Solutions

ITO, Second Floor Gopalapuram, Vadavalli, Coimbatore, 641041

Email:nandita@instaqssoftsolutions.com

Reference ID: 2022-22/322

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Kabilan G,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Your terms and conditions are detailed in this offer letter.

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3. You will be required to sign an agreement for 18 months.
4. You have to sign this offer letter and to return it to the HR manager as a part of joining procedure.

Regards

HR team  
InstaQSoft solutions





InstaQ Soft Solutions  
ITO, Second Floor Gopalapuram, Vadavalli, Coimbatore, 641041  
Email:nandita@instaqssoftsolutions.com

---

Reference ID: 2022-22/323

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Manikandan R,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Regards

HR team  
InstaQSoft solutions





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Email:nandita@instaqssoftsolutions.com

Reference ID: 2022-22/324

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Mohamed Farveez B,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Email:nandita@instaqssoftsolutions.com

Reference ID: 2022-22/325

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Rajagopal B,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Email:nandita@instaqsoftsolutions.com

Reference ID: 2022-22/326

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Santhoshraj S,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Email:nandita@instaqssoftsolutions.com

---

Reference ID: 2022-22/327

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Vishwa S,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Email:nandita@instaqsoftsolutions.com

Reference ID: 2022-22/328

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Sashwar Moses S,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Email:nandita@instaqssoftsolutions.com

Reference ID: 2022-22/329

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Abinesh B,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Email:nandita@instaqssoftsolutions.com

---

Reference ID: 2022-22/330

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Muniyandi M,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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InstaQSoft solutions





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Email: nandita@instaqssoftsolutions.com

Reference ID: 2022-22/331

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Parthasarathi R,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Regards

HR team  
InstaQSoft solutions





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Email:nandita@instaqssoftsolutions.com

---

Reference ID: 2022-22/332

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Sayad Abdul Rahman A,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Email: nandita@instaqssoftsolutions.com

Reference ID: 2022-22/335

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear MAHESH A,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Regards

HR team  
InstaQSoft solutions





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Email:nandita@instaqssoftsolutions.com

Reference ID: 2022-22/333

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Monika A,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Email:nandita@instaqssoftsolutions.com

Reference ID: 2022-22/334

14<sup>th</sup> December, 2021

Sub: Offer –**Customer Support Executive (Technical)**

**Dear Nandhini R,**

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Email:nandita@instaqssoftsolutions.com

Reference ID: 2022-22/336

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear RAJKUMAR S,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Reference ID: 2022-22/315

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Abinaya S,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Email:nandita@instaqsolutions.com

Reference ID: 2022-22/316

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Anish Hussain J,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Reference ID: 2022-22/317

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Chandru G,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at InstaQ believes in our colleagues showing flexibility and willingness to be deployed in various shifts, subsidiaries and line of business. Your deployment will be in line with the business need and available roles and we look forward to you being flexible towards your staffing within InstaQ. Your growth in this organization will be influenced by your performance and proficiency in the skills needed to support our business.

Your terms and conditions are detailed in this offer letter.

Terms & Conditions:

1. Your total compensation for the first three months will be **Rs. 10,750/-** per month from your date of joining after which, your total earning opportunity will be **Rs. 2 Lakhs per annum**.
2. You will be on probation period of 15 months from the date of joining.
3. You will be required to sign an agreement for 18 months.
4. You have to sign this offer letter and to return it to the HR manager as a part of joining procedure.

Regards

HR team  
InstaQSoft solutions





InstaQ Soft Solutions  
ITO, Second Floor Gopalapuram, Vadavalli, Coimbatore, 641041  
Email:nandita@instaqssoftsolutions.com

Reference ID: 2022-22/318

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Santhosh M,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Regards

HR team  
InstaQSoft solutions





InstaQ Soft Solutions  
ITO, Second Floor Gopalapuram, Vadavalli, Coimbatore, 641041  
Email:nandita@instaqssoftsolutions.com

Reference ID: 2022-22/319

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Sivakumar E,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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4. You have to sign this offer letter and to return it to the HR manager as a part of joining procedure.

Regards

HR team  
InstaQSoft solutions





InstaQ Soft Solutions  
ITO, Second Floor Gopalapuram, Vadavalli, Coimbatore, 641041  
Email:nandita@instaqssoftsolutions.com

Reference ID: 2022-22/320

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Nandhnini R,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Regards

HR team  
InstaQSoft solutions





InstaQ Soft Solutions  
ITO, Second Floor Gopalapuram, Vadavalli, Coimbatore, 641041  
Email:nandita@instaqsolutions.com

Reference ID: 2022-22/337

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear KALAISELVI T,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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4. You have to sign this offer letter and to return it to the HR manager as a part of joining procedure.

Regards

HR team  
InstaQSoft solutions







InstaQ Soft Solutions

ITO, Second Floor Gopalapuram, Vadavalli, Coimbatore, 641041

Email:nandita@instaqssoftsolutions.com

Reference ID: 2022-22/338

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear REVATHISRI S,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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4. You have to sign this offer letter and to return it to the HR manager as a part of joining procedure.

Regards

HR team

InstaQSoft solutions





InstaQ Soft Solutions

ITO, Second Floor Gopalapuram, Vadavalli, Coimbatore, 641041

Email:nandita@instaqssoftsolutions.com

Reference ID: 2022-22/339

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear SURUTHI E,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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Regards

HR team

InstaQSoft solutions





InstaQ Soft Solutions  
ITO, Second Floor Gopalapuram, Vadavalli, Coimbatore, 641041  
Email:nandita@instaqssoftsolutions.com

Reference ID: 2022-22/321

14<sup>th</sup> December, 2021

Sub: Offer –Customer Support Executive (Technical)

Dear Barath L,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Customer Support Executive (Technical)* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at InstaQ believes in our colleagues showing flexibility and willingness to be deployed in various shifts, subsidiaries and line of business. Your deployment will be in line with the business need and available roles and we look forward to you being flexible towards your staffing within InstaQ. Your growth in this organization will be influenced by your performance and proficiency in the skills needed to support our business.

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2. You will be on probation period of 15 months from the date of joining.
3. You will be required to sign an agreement for 18 months.
4. You have to sign this offer letter and to return it to the HR manager as a part of joining procedure.

Regards

HR team  
InstaQSoft solutions



28/05/2022

**Letter of Intent**

To

Nisha R

Employee ID: NIT/2022/EGS/011

With reference to your interview, we are pleased to offer you the position of Business Analyst in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of 2 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*



**P. Mark Gibran – Human Resource Management.**

28/05/2022

**Letter of Intent**

To

Ranjith Kumar S

Employee ID: NIT/2022/EGS/012

With reference to your interview, we are pleased to offer you the position of Business Analyst in our Organization

Your joining date is confirmed at 15/06/2022 as per the following terms and conditions. You are entitled to a CTC of 2 LPA. If you agree to comply with Terms and Conditions of Appointment then submit a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photo and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining we look forward to a mutually rewarding professional relationship with you.

Regards,

*For Navatron IT Solutions,*



**P. Mark Gibran – Human Resource Management.**



Raxion Innovations  
Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No.: Raxion\_CW-05

### JOB OFFER LETTER

Dear M.Kaviyaran,

We are pleased to extend you an offer for the position of “**Content Writer**”. Your performance has impressed us and we believe that you will be an excellent addition to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as a regular employee with compensation of **Rs. 16250/- per month**.

Please have a look at the terms & condition enclosed in this offer letter and ensure that you are agreeing with them by signing.

Looking forward to work with you.

With regards,

(A. Ravichandran)  
Raxion Innovation,  
Chennai.

**Terms & Conditions:**

1. You should make your joining process at the time which will be instructed by the company later.
2. After joining, the candidate should submit all the necessary documents whichever the company demands.
3. The candidate should be ready to sign a service agreement of 12 months.
4. Notice period of 3 months is mandatory if you want to relieve from this job.
5. You should use the company belongings with at most care.
6. And you should obey the rules and regulations of the company.

  
**INNOVATION**



Raxion Innovations  
Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No.: Raxion\_CW-04

### JOB OFFER LETTER

Dear S.Divya,

We are pleased to extend you an offer for the position of “**Content Writer**”. Your performance has impressed us and we believe that you will be an excellent addition to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as a regular employee with compensation of **Rs. 16250/- per month**.

Please have a look at the terms & condition enclosed in this offer letter and ensure that you are agreeing with them by signing.

Looking forward to work with you.

With regards,

(A. Ravichandran)  
Raxion Innovation,  
Chennai.



**Terms & Conditions:**

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3. The candidate should be ready to sign a service agreement of 12 months.
4. Notice period of 3 months is mandatory if you want to relieve from this job.
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6. And you should obey the rules and regulations of the company.

  
**INNOVATION**



Raxion Innovations  
Building No.105, Bharathi Salai, Kilpauk, Chennai-600039  
- email:ra.hr@raxioninnovation.com

Dated: 27/08/2021

Offer No.: Raxion\_CW-06

### JOB OFFER LETTER

Dear S.Rajeshwari,

We are pleased to extend you an offer for the position of “**Content Writer**”. Your performance has impressed us and we believe that you will be an excellent additional to our team. As already discussed, you have to work as an intern for the time period of 1 year. During your internship you can work from your home. And you will receive **Rs. 12,000/-** as salary throughout your internship. Also you will be provided with a Laptop and Wi-fi modem for your convenience. After successful completion of internship period, you will be appointed as an regular employee with compensation of **Rs. 16250/- per month**.

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Looking forward to work with you.

With regards,

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Raxion Innovation,  
Chennai.

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**INNOVATION**



TEXMO

Borewell Submersibles  
Single Phase Domestic Pumps  
Single Phase Jet Pumps

To

Aakash.D

Bachelor of Electrical Engineering

Egs pillay engineering college

Nagapattinam

Dear Sir ;

Sub : offer letter – Reg.

We refer to your application for undergoing training in our company. We are pleased to offer training to you as per the terms of training program of our company. The training is with stipend and we have hostel facilities .your date of joining will be informed to you latter. You have to bring your original certificates Provisional certificates or Degree certificates while joining.

Thanking you,

For Aquasub Engineering

*T. Narendran*

T.Narendran

Vice president ( Finance & Admin )

Ganeshkumar. K : 8220042973

Ganesan : 8220042977

AQUA GROUP

AQUASUB ENGINEERING



AQUATEX

Agricultural Monoblocs  
Open-well Submersibles  
Pressure Boosting Systems

21.05.2022



TEXMO

Borewell Submersibles  
Single Phase Domestic Pumps  
Single Phase Jet Pumps

To

HariPrasad.V

Bachelor of Electrical Engineering

Egs pillay engineering college

Nagapattinam

Dear Sir ;

Sub : offer letter – Reg.

We refer to your application for undergoing training in our company. We are pleased to offer training to you as per the terms of training program of our company. The training is with stipend and we have hostel facilities .your date of joining will be informed to you latter. You have to bring your original certificates Provisional certificates or Degree certificates while joining.

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*T. Narendran*

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Ganeshkumar. K : 8220042973

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AQUA GROUP

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Open-well Submersibles  
Pressure Boosting Systems

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Borewell Submersibles  
Single Phase Domestic Pumps  
Single Phase Jet Pumps



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AQUATEX  
Agricultural Monoblocs  
Open-well Submersibles  
Pressure Boosting Systems

21.05.2022

To

Kamlesh.K

Bachelor of Electrical Engineering

Egs pillay engineering college

Nagapattinam

Dear Sir ;

Sub : offer letter – Reg.

We refer to your application for undergoing training in our company. We are pleased to offer training to you as per the terms of training program of our company. The training is with stipend and we have hostel facilities .your date of joining will be informed to you latter. You have to bring your original certificates Provisional certificates or Degree certificates while joining.

Thanking you,

For Aquasub Engineering

T. Narendran

T.Narendran

Vice president ( Finance & Admin )

Ganeshkumar. K : 8220042973

Ganesan : 8220042977



TEXMO

Borewell Submersibles  
Single Phase Domestic Pumps  
Single Phase Jet Pumps

To

Gopikrishnan.P

Bachelor of Electrical Engineering

Egs pillay engineering college

Nagapattinam

Dear Sir ;

**Sub : offer letter – Reg.**

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T.Narendran

Vice president ( Finance & Admin )

Ganeshkumar. K : 8220042973

Ganesan : 8220042977



**AQUASUB ENGINEERING**



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Agricultural Monoblocs  
Open-well Submersibles  
Pressure Boosting Systems

21.05.2022



EXMO

Borewell Submersibles  
Single Phase Domestic Pumps  
Single Phase Jet Pumps

To

Muthu Dinesh

Bachelor of Electrical Engineering

Egs pillay engineering college

Nagapattinam

Dear Sir ;

Sub : offer letter – Reg.

We refer to your application for undergoing training in our company. We are pleased to offer training to you as per the terms of training program of our company. The training is with stipend and we have hostel facilities .your date of joining will be informed to you latter. You have to bring your original certificates Provisional certificates or Degree certificates while joining.

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T. Narendran

T.Narendran

Vice president ( Finance & Admin )

Ganeshkumar. K : 8220042973

Ganesan : 8220042977



AQUASUB ENGINEERING



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TEXMO

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Single Phase Domestic Pumps  
Single Phase Jet Pumps



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Agricultural Monoblocs  
Open-well Submersibles  
Pressure Boosting Systems

To

21.05.2022

Jagatheesh.R

Bachelor of Electrical Engineering

Egs pillay engineering college

Nagapattinam

Dear Sir ;

Sub : offer letter – Reg.

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Thanking you,

For Aquasub Engineering

T. Narendran

T.Narendran

Vice president ( Finance & Admin )

Ganeshkumar. K : 8220042973

Ganesan : 8220042977



TEXMO

Borewell Submersibles  
Single Phase Domestic Pumps  
Single Phase Jet Pumps

To

Venkateswaran.S

Bachelor of Electrical Engineering

Egs pillay engineering college

Nagapattinam

Dear Sir;

Sub : offer letter – Reg.

We refer to your application for undergoing training in our company. We are pleased to offer training to you as per the terms of training program of our company. The training is with stipend and we have hostel facilities .your date of joining will be informed to you latter. You have to bring your original certificates Provisional certificates or Degree certificates while joining.

Thanking you,

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T. Narendran

T.Narendran

Vice president ( Finance & Admin )

Ganeshkumar. K : 8220042973

Ganesan : 8220042977



AQUASUB ENGINEERING



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Pressure Boosting Systems

21.05.2022



TEXMO

Borewell Submersibles  
Single Phase Domestic Pumps  
Single Phase Jet Pumps

To

Sathiyar.R

Bachelor of Mechanical Engineering

Eggs pillay engineering college

Nagapattinam

Dear Sir ;

Sub : offer letter – Reg.

We refer to your application for undergoing training in our company. We are pleased to offer training to you as per the terms of training program of our company. The training is with stipend and we have hostel facilities .your date of joining will be informed to you latter. You have to bring your original certificates Provisional certificates or Degree certificates while joining.

Thanking you,

For Aquasub Engineering

*T. Narendran*

T.Narendran

Vice president ( Finance & Admin )

Ganeshkumar. K : 8220042973

Ganesan : 8220042977



AQUASUB ENGINEERING



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Pressure Boosting Systems

21.05.2022



**TEXMO**

Borewell Submersibles  
Single Phase Domestic Pumps  
Single Phase Jet Pumps

To

Keerthivasan.S

Bachelor of Mechanical Engineering

Egs pillay engineering college

Nagapattinam

Dear Sir;

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*T. Narendran*

T.Narendran

Vice president ( Finance & Admin )

Ganeshkumar. K : 8220042973

Ganesan : 8220042977

**AQUA GROUP**

**AQUASUB ENGINEERING**



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Open-well Submersibles  
Pressure Boosting Systems

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Single Phase Domestic Pumps  
Single Phase Jet Pumps



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Agricultural Monoblocs  
Open-well Submersibles  
Pressure Boosting Systems

To

21.05.2022

Akash.K

Bachelor of Mechanical Engineering

Egs pillay engineering college

Nagapattinam

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For Aquasub Engineering

T. Narendran

T.Narendran

Vice president ( Finance & Admin )

Ganeshkumar. K : 8220042973

Ganesan : 8220042977



TEXMO

Borewell Submersibles  
Single Phase Domestic Pumps  
Single Phase Jet Pumps

To

Ranjith.R

Bachelor of Mechanical Engineering

Egs pillay engineering college

Nagapattinam

Dear Sir ;

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For Aquasub Engineering

T. Narendran

T.Narendran

Vice president ( Finance & Admin )

Ganeshkumar. K : 8220042973

Ganesan : 8220042977



AQUASUB ENGINEERING

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Pressure Boosting Systems

21.05.2022



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Single Phase Domestic Pumps  
Single Phase Jet Pumps



## AQUASUB ENGINEERING



**AQUATEX**

Agricultural Monoblocs  
Open-well Submersibles  
Pressure Boosting Systems

21.05.2022

To

Gugan.M

Bachelor of Mechanical Engineering

Egs pillay engineering college

Nagapattinam

Dear Sir ;

**Sub : offer letter – Reg.**

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For Aquasub Engineering

*T. Narendran*

**T.Narendran**

**Vice president ( Finance & Admin )**

**Ganeshkumar. K : 8220042973**

**Ganesan : 8220042977**



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Single Phase Domestic Pumps  
Single Phase Jet Pumps



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AQUATEX

Agricultural Monoblocs  
Open-well Submersibles  
Pressure Boosting Systems

21.05.2022

To

Mutharasan.G

Bachelor of Mechanical Engineering

Egs pillay engineering college

Nagapattinam

Dear Sir ;

Sub : offer letter – Reg.

We refer to your application for undergoing training in our company. We are pleased to offer training to you as per the terms of training program of our company. The training is with stipend and we have hostel facilities .your date of joining will be informed to you latter. You have to bring your original certificates Provisional certificates or Degree certificates while joining.

Thanking you,

For Aquasub Engineering

*T. Narendran*

T.Narendran

Vice president ( Finance & Admin )

Ganeshkumar. K : 8220042973

Ganesan : 8220042977





TEXMO

Borewell Submersibles  
Single Phase Domestic Pumps  
Single Phase Jet Pumps



AQUASUB ENGINEERING



AQUATEX

Agricultural Monoblocs  
Open-well Submersibles  
Pressure Boosting Systems

To

21.05.2022

Vijay.U

Bachelor of Mechanical Engineering

Egs pillay engineering college

Nagapattinam

Dear Sir ;

Sub : offer letter – Reg.

We refer to your application for undergoing training in our company. We are pleased to offer training to you as per the terms of training program of our company. The training is with stipend and we have hostel facilities .your date of joining will be informed to you latter. You have to bring your original certificates Provisional certificates or Degree certificates while joining.

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Ganeshkumar. K : 8220042973

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Borewell Submersibles  
Single Phase Domestic Pumps  
Single Phase Jet Pumps



AQUASUB ENGINEERING



AQUATEX

Agricultural Monoblocs  
Open-well Submersibles  
Pressure Boosting Systems

To

21.05.2022

Divakar.P

Bachelor of Mechanical Engineering

Egs pillay engineering college

Nagapattinam

Dear Sir ;

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*T. Narendran*

T.Narendran

Vice president ( Finance & Admin )

Ganeshkumar. K : 8220042973

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TEXMO

Borewell Submersibles  
Single Phase Domestic Pumps  
Single Phase Jet Pumps



AQUASUB ENGINEERING



AQUATEX

Agricultural Monoblocs  
Open-well Submersibles  
Pressure Boosting Systems

To

21.05.2022

Kesavan.V

Bachelor of Mechanical Engineering

Egs pillay engineering college

Nagapattinam

Dear Sir;

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Thanking you,

For Aquasub Engineering

*T. Narendran*

**T.Narendran**

**Vice president ( Finance & Admin )**

**Ganeshkumar. K : 8220042973**

**Ganesan : 8220042977**



TEXMO

Borewell Submersibles  
Single Phase Domestic Pumps  
Single Phase Jet Pumps



AQUASUB ENGINEERING



AQUATEX

Agricultural Monoblocs  
Open-well Submersibles  
Pressure Boosting Systems

To

21.05.2022

Mathavan.S

Bachelor of Mechanical Engineering

Egs pillay engineering college

Nagapattinam

Dear Sir ;

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We refer to your application for undergoing training in our company. We are pleased to offer training to you as per the terms of training program of our company. The training is with stipend and we have hostel facilities .your date of joining will be informed to you latter. You have to bring your original certificates Provisional certificates or Degree certificates while joining.

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For Aquasub Engineering

*T. Narendran*

**T.Narendran**

**Vice president ( Finance & Admin )**

**Ganeshkumar. K : 8220042973**

**Ganesan : 8220042977**



TEXMO

Borewell Submersibles  
Single Phase Domestic Pumps  
Single Phase Jet Pumps

To

Harish.S

Bachelor of Mechanical Engineering

Egs pillay engineering college

Nagapattinam


Dear Sir ;

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For Aquasub Engineering



T.Narendran

Vice president ( Finance & Admin )

Ganeshkumar. K : 8220042973

Ganesan : 8220042977



AQUASUB ENGINEERING



AQUATEX

Agricultural Monoblocs  
Open-well Submersibles  
Pressure Boosting Systems

21.05.2022



**JOULES QUARE**

49/5, Floor 1, CSM Complex, Pon Nagar  
Salem Main Road, Namakal- 637001  
Email: saradavid@joulesquare.co.in

**OFFER LETTER**

To  
Akash P

Dear Akash P,

We are pleased to inform that, you have been selected as **Testing Engineer** in our organization. On joining you will be under probation for a period of 6 (Six) months from the date of joining. During this probationary period, you will be eligible for an annual compensation of **Rupees 1,95,000/-** (Rupees One lakhs Ninety Five Thousand only). Subsequent to your successful completion of probation, you will be eligible for an annual salary package of **Rupees 2,10,000/-** (Two lakhs Ten thousand only). The detailed terms and conditions of your appointment shall be issue to you along with your appointment order.

At the time of joining you are required to sign a service bond with our organization. As per the bond, you will be required to serve the company for a period of at least 2 years from the date of joining. You are required to mandatorily possess a valid passport and income tax PAN card at the time of joining the company.

This letter of intent is valid subject to being completing your academic course with a minimum grade of first class or equivalent grade as specified at the time of your selection, or meeting the eligibility criteria.

Confirm your acceptance of this offer by signing it and returning it back to the organization.

**Ref. No. : EGS/TE/2022/179**

**Date : 03.01.2022**

With regards,

(SARA DAVID), Director/Joules Quare



**JOULES QUARE**

49/5, Floor 1, CSM Complex, Pon Nagar  
Salem Main Road, Namakal- 637001  
Email: saradavid@joulesquare.co.in

**OFFER LETTER**

To  
Manoj M

Dear **Manoj M**,

We are pleased to inform that, you have been selected as **Testing Engineer** in our organization. On joining you will be under probation for a period of 6 (Six) months from the date of joining. During this probationary period, you will be eligible for an annual compensation of **Rupees 1,95,000/-** (Rupees One lakhs Ninety Five Thousand only). Subsequent to your successful completion of probation, you will be eligible for an annual salary package of **Rupees 2,10,000/-** (Two lakhs Ten thousand only). The detailed terms and conditions of your appointment shall be issue to you along with your appointment order.

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Confirm your acceptance of this offer by signing it and returning it back to the organization.

**Ref. No. : EGS/TE/2022/180**

**Date : 03.01.2022**

With regards,

(SARA DAVID) ,Director/Joules Quare



**JOULES QUARE**

49/5, Floor 1, CSM Complex, Pon Nagar  
Salem Main Road, Namakal- 637001  
Email: saradavid@joulesquare.co.in

**OFFER LETTER**

To  
ASHIQ FARHAD.M

Dear **ASHIQ FARHAD.M**,

We are pleased to inform that, you have been selected as **Testing Engineer** in our organization. On joining you will be under probation for a period of 6 (Six) months from the date of joining. During this probationary period, you will be eligible for an annual compensation of **Rupees 1,95,000/-** (Rupees One lakhs Ninety Five Thousand only). Subsequent to your successful completion of probation, you will be eligible for an annual salary package of **Rupees 2,10,000/-** (Two lakhs Ten thousand only). The detailed terms and conditions of your appointment shall be issue to you along with your appointment order.

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This letter of intent is valid subject to being completing your academic course with a minimum grade of first class or equivalent grade as specified at the time of your selection, or meeting the eligibility criteria.

Confirm your acceptance of this offer by signing it and returning it back to the organization.

**Ref. No. : EGS/TE/2022/181**

**Date : 03.01.2022**

With regards,

(SARA DAVID), Director/Joules Quare





**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2003

Dear Bala B,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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If you have any questions or queries, please do not hesitate to contact us through [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in).

**For Widhai Techno Soft**



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2004

Dear Chitra S,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**

**M Block, 18th Avenue, Ashok Nagar, Chennai - 600083.**

**Email: [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in)**



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2005

Dear Jayasri M,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**

**M Block, 18th Avenue, Ashok Nagar, Chennai - 600083.**

**Email: [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in)**



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2006

Dear Selvamanikandan Pr,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2007

Dear Velayutham K,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2008

Dear Akila A,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2009

Dear Gowsalya R,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**

**M Block, 18th Avenue, Ashok Nagar, Chennai - 600083.**

**Email: [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in)**



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2010

Dear Rajavel S,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**





**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2011

Dear Tamil Mathi S S,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2012

Dear Vishnupriya S,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**

**M Block, 18th Avenue, Ashok Nagar, Chennai - 600083.**

**Email: [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in)**



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/1997

Dear Abitha M,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/1998

Dear Chandru V,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/1999

Dear Madhumidha M,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**

**M Block, 18th Avenue, Ashok Nagar, Chennai - 600083.**

**Email: [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in)**



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2000

Dear Prasanth R,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**

**M Block, 18th Avenue, Ashok Nagar, Chennai - 600083.**  
Email: [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in)



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2001

Dear Punithanjayaraj M,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2002

Dear Sangeetha S,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

1. You should not have any backlogs at the time of joining.
2. There should not be any deviation in the joining date.
3. You should submit all your original academic certificates during your joining time.
4. You are not eligible to take leave during your probation time, except emergency reason.
5. The company can call off your employment at any time if the above mentioned rules are found to be violated.

If you have any questions or queries, please do not hesitate to contact us through [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in).

**For Widhai Techno Soft**





**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2013

Dear Ranjith Kumar,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2014

Dear Karunniya R,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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If you have any questions or queries, please do not hesitate to contact us through [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in).

**For Widhai Techno Soft**

M Block, 18th Avenue, Ashok Nagar, Chennai - 600083.  
Email: [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in)



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2015

Dear Vinotha Lekshmi V,

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2013

Dear CELES PHILO R

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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If you have any questions or queries, please do not hesitate to contact us through [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in).

**For Widhai Techno Soft**

M Block, 18th Avenue, Ashok Nagar, Chennai - 600083.  
Email: [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in)



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2014

Dear SOWMIYA V

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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**For Widhai Techno Soft**

M Block, 18th Avenue, Ashok Nagar, Chennai - 600083.  
Email: [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in)



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2015

Dear VIKRAM M

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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If you have any questions or queries, please do not hesitate to contact us through [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in).

**For Widhai Techno Soft**

**M Block, 18th Avenue, Ashok Nagar, Chennai - 600083.  
Email: [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in)**



**WIDHAI TECHNO SOFT**

**Job Offer Letter for Software Engineer Position**

11/11/2021

WTS/2022/2016

Dear PREETHI R

Good Day!

On behalf of **Widhai Techno Soft**, we are pleased to inform you that we are offering you the position of Software Engineer. The company's working days will be from Monday to Friday with the working hours of 9 A.M. to 6 P.M. The starting date of your employment will be on **30/06/2022**. As already discussed and agreed, during our meeting your compensation will be **1.9 Lakhs** per annum and you have to go through your probation period of 3 months from the date of joining. In addition to this, please read the following terms and conditions

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If you have any questions or queries, please do not hesitate to contact us through [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in).

**For Widhai Techno Soft**

M Block, 18th Avenue, Ashok Nagar, Chennai - 600083.  
Email: [rangarajan@widhaitechno.co.in](mailto:rangarajan@widhaitechno.co.in)

Offer No.: CAD/KUM/2022/215

Dated: 13.12.2021

Dear Abi S,

We are pleased to confirm you have been selected to work for CADPOINT as "Design Engineer".

Responsibilities are to:

- Perform conceptual detail design of equipment
- Implement design improvements like cost reduction, functional enhancement plus product customization to existing products
- Manage design history folders, Product Lifecycle Management system
- Provide technical support to clients
- Responsible to plan as well as specify product design validation verification
- Participate testing of products
- Coordinate the prototype manufacturing of products
- Conduct failure analysis examinations prepare Failure Analysis Reports - FAR
- Support product transition activities, including transfer of design authority
- Coordinate testing activities with Engineering Production test teams

Financial Offer - Salary and Benefits:

- A) Salary: The offered design engineer position is at a salary of INR 1.89 Lakhs Per Annum.
- B) Compensations and benefits: Your position compensations and benefits are Health care, and transportation.

Further information about the work:

- A) Reporting : You will report to The HR Manager
- B) Work hours : Your working hours will start from 9.00 A.M. till 5.00 P.M.
- C) Vacations : Your vacation is 01 day per week

We are delighted to send you this offer to be approved and signed from you in order to start the job from 27-05-2022.

We look forward to join our company in order to work with you

AUTHORIZED SIGNATURE



Mr.SATHYA NARAYANAN  
HR - CAD POINT



Offer No.: CAD/KUM/2022/216

Dated: 13.12.2021

Dear Gunal T,

We are pleased to confirm you have been selected to work for CADPOINT as "Design Engineer".

Responsibilities are to:

- Perform conceptual detail design of equipment
- Implement design improvements like cost reduction, functional enhancement plus product customization to existing products
- Manage design history folders, Product Lifecycle Management system
- Provide technical support to clients
- Responsible to plan as well as specify product design validation verification
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AUTHORIZED SIGNATURE



Mr.SATHYA NARAYANAN  
HR - CAD POINT

Offer No.: CAD/KUM/2022/217

Dated: 13.12.2021

Dear Kishoorekumar B,

We are pleased to confirm you have been selected to work for CADPOINT as "Design Engineer".

Responsibilities are to:

- Perform conceptual detail design of equipment
- Implement design improvements like cost reduction, functional enhancement plus product customization to existing products
- Manage design history folders, Product Lifecycle Management system
- Provide technical support to clients
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We look forward to join our company in order to work with you

AUTHORIZED SIGNATURE



Mr.SATHYA NARAYANAN  
HR - CAD POINT

Offer No.: CAD/KUM/2022/218

Dated: 13.12.2021

Dear Sivasankari R,

We are pleased to confirm you have been selected to work for CADPOINT as "Design Engineer".

Responsibilities are to:

- Perform conceptual detail design of equipment
- Implement design improvements like cost reduction, functional enhancement plus product customization to existing products
- Manage design history folders, Product Lifecycle Management system
- Provide technical support to clients
- Responsible to plan as well as specify product design validation verification
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AUTHORIZED SIGNATURE



Mr.SATHYA NARAYANAN  
HR - CAD POINT

Offer No.: CAD/KUM/2022/219

Dated: 13.12.2021

Dear BALAGURU B,

We are pleased to confirm you have been selected to work for CADPOINT as "Design Engineer".

Responsibilities are to:

- Perform conceptual detail design of equipment
- Implement design improvements like cost reduction, functional enhancement plus product customization to existing products
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- Provide technical support to clients
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AUTHORIZED SIGNATURE



Mr.SATHYA NARAYANAN  
HR - CAD POINT

Offer No.: CAD/KUM/2022/220

Dated: 13.12.2021

Dear MOHAMED FAHEEM,

We are pleased to confirm you have been selected to work for CADPOINT as "Design Engineer".

Responsibilities are to:

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- Implement design improvements like cost reduction, functional enhancement plus product customization to existing products
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AUTHORIZED SIGNATURE



Mr.SATHYA NARAYANAN  
HR - CAD POINT

Offer No.: CAD/KUM/2022/221

Dated: 13.12.2021

Dear VARATHARAJAN. R,

We are pleased to confirm you have been selected to work for CADPOINT as "Design Engineer".

Responsibilities are to:

- Perform conceptual detail design of equipment
- Implement design improvements like cost reduction, functional enhancement plus product customization to existing products
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- Provide technical support to clients
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Financial Offer - Salary and Benefits:

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We look forward to join our company in order to work with you

AUTHORIZED SIGNATURE



Mr.SATHYA NARAYANAN  
HR - CAD POINT

Offer No.: CAD/KUM/2022/213

Dated: 13.12.2021

Dear AJAY K,

We are pleased to confirm you have been selected to work for CADPOINT as "Design Engineer".

Responsibilities are to:

- Perform conceptual detail design of equipment
- Implement design improvements like cost reduction, functional enhancement plus product customization to existing products
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- Provide technical support to clients
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Financial Offer - Salary and Benefits:

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We look forward to join our company in order to work with you

AUTHORIZED SIGNATURE



Mr.SATHYA NARAYANAN  
HR - CAD POINT

Offer No.: CAD/KUM/2022/214

Dated: 13.12.2021

Dear PARTHASARATHY B,

We are pleased to confirm you have been selected to work for CADPOINT as "Design Engineer".

Responsibilities are to:

- Perform conceptual detail design of equipment
- Implement design improvements like cost reduction, functional enhancement plus product customization to existing products
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- Provide technical support to clients
- Responsible to plan as well as specify product design validation verification
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AUTHORIZED SIGNATURE



Mr.SATHYA NARAYANAN  
HR - CAD POINT





**Sakthi  
Auto Component  
Limited**



*Handwritten signature/initials*

SACL/HR&D/R22/E28/2022

27.04.2022

**The Principal**

**EGS Pillay Engineering College ,  
Nagapattinam.**

Dear Sir,

Sub: Campus recruitment 2022 - Provisional order Dispatch - reg

Refer to the Campus Interview Conducted on 25.04.2022 at EGS Pillay Engineering College , out of which 21 students are shortlisted to join our organization. Attached is the provisional selection list for your perusal.

Request to do needful.

Thank you

For Sakthi Auto Component Ltd

**Manager – (HR&D)**



MUKASI PALLAGOUNDENPALAYAM, VIJAYAMANGALAM (VIA), UTHUKULI TALUK, TIRUPUR - 638 056. INDIA

Phone : 04294 - 243401 to 404, 227700 Fax : 04294 - 242268

E-mail : sacl@sakthiauto.com Web : www.sakthiauto.com

Head Office : 180, Race Course Road, Post Box No. 3775, Coimbatore - 641 018.

**CIN - U29199TZ1999PLC008751 GSTIN : 33AAECS6536J1Z7**



SAKTHI AUTO COMPONENT LIMITED  
HR & DEVELOPMENT

CAMPUS RECRUITMENT - 2022  
PROVISIONAL SELECTION LIST

25.04.2022

EGS PILLAY ENGINEERING COLLEGE

RECRUITMENT CONDUCTED BY

TAMILAPRASAN KK

Refer to the Recruitment held on 25.04.2022 at your campus, below listed students are shortlisted for Graduate Engineering Trainee (as per Apprenticeship Training Act 1961) at SACL. They will be paid stipend of Rs.13,500/- per month as per company policy during the training period 1st year and INR 14,500 & INR 15,500 subsequently.

S.NO	SACL SELECTION NO	NAME	DEGREE	DEPT
1	22-E28-01	BALAJI	BE	MECH
2	22-E28-02	Balaji S	BE	MECH
3	22-E28-03	GOKUL RAJ R	BE	MECH
4	22-E28-04	Hari Prasath V	BE	MECH
5	22-E28-05	Mohamed Firdous F	BE	MECH
6	22-E28-06	Mohamed Imran jinnaldeen	BE	MECH
7	22-E28-07	MOHAMED SHARUGANM	BE	MECH
8	22-E28-08	NEDUMARAN K	BE	MECH
9	22-E28-09	Sathiyar R	BE	MECH
10	22-E28-10	Srinivasan .B	BE	MECH
11	22-E28-11	VINOTHKUMAR PARTHIBAN	BE	MECH
12	22-E28-12	Suriya S	BE	MECH
13	22-E28-13	Mathes kaana S	BE	MECH
14	22-E28-14	LOGESHWAR.M	BE	MECH
15	22-E28-15	Suresh chakkaravarthy k	BE	MECH
16	22-E28-16	DINESH BABU T	BE	MECH
17	22-E28-17	Shannugapriyan	BE	MECH
18	22-E28-18	MOHAMED SHAIK SAFIDEEN	BE	MECH
19	22-E28-19	Chandra M	BE	MECH
20	22-E28-20	Muthu R	BE	ECE
21	22-E28-21	TAMILSELVAN S	BE	ECE

Rtn. MPHF. P. Sundaravelu, B.E.,  
Consulting Civil Engineer.



Ref. No. - Salya/Ngt/2022/039

Date: 20/06/2022

Dear AKASH R,

After Evaluation of your Interview process, we are glad to offer you the position of **Junior Engineer** in Salya Construction.

Your probationary period is twelve month. During the probationary period your stipend will be **Rs.1.62 LPA** after successful completion your salary package will be **Rs.1.82 LPA**.

Fringe benefit information and detail of this offer is discussed during the employment processing.

You have to complete your joining process on or before **July, 2022**. Produce a Signed copy of this offer letter and attach the following documents with in. At the time of joining, you will receive your appointment order which includes your detailed salary package and other terms & conditions.

1. Passport size photo
2. Aadhar card
3. Mark sheets up to the previous semester

Do not hesitate to contact us with any question about your employment. We look forward to joining you in our team.

SALYA CONSTRUCTION

Authorized signatory



BUILDERS

PLANNERS

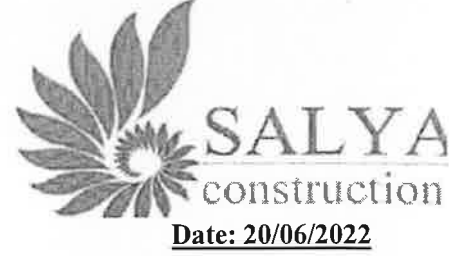
ARCHITECTS

# 19, Maharajapuram, Vedaranyam, Ph: 04369 250316,

Cell: 98424 41315, 86673 72190 [www.salya.insalyaconstruction@yahoo.com](mailto:www.salya.insalyaconstruction@yahoo.com)

• Nagapattinam • Vailankanni • Tiruvarur • Karaikal • Mayiladuthurai

Rtn. MPHF. P. Sundaravelu, B.E.,  
Consulting Civil Engineer.



Ref. No. - Salya/Ngt/2022/040

Date: 20/06/2022

Dear MUGESH M,

After Evaluation of your Interview process, we are glad to offer you the position of **Junior Engineer** in Salya Construction.

Your probationary period is twelve month. During the probationary period your stipend will be **Rs.1.62 LPA** after successful completion your salary package will be **Rs.1.82 LPA**.

Fringe benefit information and detail of this offer is discussed during the employment processing.

You have to complete your joining process on or before **July, 2022**. Produce a Signed copy of this offer letter and attach the following documents with in. At the time of joining, you will receive your appointment order which includes your detailed salary package and other terms & conditions.

1. Passport size photo
2. Aadhar card
3. Mark sheets up to the previous semester

Do not hesitate to contact us with any question about your employment. We look forward to joining you in our team.

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# 19, Maharajapuram, Vedaranyam, Ph: 04369 250316,

Cell: 98424 41315, 86673 72190 [www.salya.insalyaconstruction@yahoo.com](mailto:www.salya.insalyaconstruction@yahoo.com)

• Nagapattinam • Vailankanni • Tiruvarur • Karaikal • Mayiladuthurai

Rtn. MPHF. P. Sundaravelu, B.E.,  
Consulting Civil Engineer.



Ref. No. - Salya/Ngt/2022/041

Date: 20/06/2022

Dear PRASANTH,

After Evaluation of your Interview process, we are glad to offer you the position of **Junior Engineer** in Salya Construction.

Your probationary period is twelve month. During the probationary period your stipend will be **Rs.1.62 LPA** after successful completion your salary package will be **Rs.1.82 LPA**.

Fringe benefit information and detail of this offer is discussed during the employment processing.

You have to complete your joining process on or before **July, 2022**. Produce a Signed copy of this offer letter and attach the following documents with in. At the time of joining, you will receive your appointment order which includes your detailed salary package and other terms & conditions.

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**• Nagapattinam • Vailankanni • Tiruvarur • Karaikal • Mayiladuthurai**

Rtn. MPHF. P. Sundaravelu, B.E.,  
Consulting Civil Engineer.



Ref. No. - Salva/Ngt/2022/042

Date: 20/06/2022

Dear VAIRAMUTHU T,

After Evaluation of your Interview process, we are glad to offer you the position of **Junior Engineer** in Salya Construction.

Your probationary period is twelve month. During the probationary period your stipend will be **Rs.1.62 LPA** after successful completion your salary package will be **Rs.1.82 LPA**.

Fringe benefit information and detail of this offer is discussed during the employment processing.

You have to complete your joining process on or before **July, 2022**. Produce a Signed copy of this offer letter and attach the following documents with in. At the time of joining, you will receive your appointment order which includes your detailed salary package and other terms & conditions.

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• Nagapattinam • Vailankanni • Tiruvarur • Karaikal • Mayiladuthurai

Rtn. MPHF. P. Sundaravelu, B.E.,  
Consulting Civil Engineer.



Ref. No. - Salya/Ngt/2022/043

Date: 20/06/2022

Dear ASATH,

After Evaluation of your Interview process, we are glad to offer you the position of **Junior Engineer** in Salya Construction.

Your probationary period is twelve month. During the probationary period your stipend will be **Rs.1.62 LPA** after successful completion your salary package will be **Rs.1.82 LPA**.

Fringe benefit information and detail of this offer is discussed during the employment processing.

You have to complete your joining process on or before **July, 2022**. Produce a Signed copy of this offer letter and attach the following documents with in. At the time of joining, you will receive your appointment order which includes your detailed salary package and other terms & conditions.

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• Nagapattinam • Vailankanni • Tiruvarur • Karaikal • Mayiladuthurai

Rtn. MPHF. P. Sundaravelu, B.E.,  
Consulting Civil Engineer.



Ref. No. - Salya/Ngt/2022/044

Date: 20/06/2022

Dear YOGESHWARAN K,

After Evaluation of your Interview process, we are glad to offer you the position of **Junior Engineer** in Salya Construction.

Your probationary period is twelve month. During the probationary period your stipend will be **Rs.1.62 LPA** after successful completion your salary package will be **Rs.1.82 LPA**.

Fringe benefit information and detail of this offer is discussed during the employment processing.

You have to complete your joining process on or before **July, 2022**. Produce a Signed copy of this offer letter and attach the following documents with in. At the time of joining, you will receive your appointment order which includes your detailed salary package and other terms & conditions.

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• Nagapattinam • Vailankanni • Tiruvarur • Karaikal • Mayiladuthurai



Rtn. MPHF. P. Sundaravelu, B.E.,  
Consulting Civil Engineer.



Ref. No. - Salya/Ngt/2022/045

Date: 20/06/2022

Dear JASIF JAVAID WANI,

After Evaluation of your Interview process, we are glad to offer you the position of **Junior Engineer** in Salya Construction.

Your probationary period is twelve month. During the probationary period your stipend will be **Rs.1.62 LPA** after successful completion your salary package will be **Rs.1.82 LPA**.

Fringe benefit information and detail of this offer is discussed during the employment processing.

You have to complete your joining process on or before **July, 2022**. Produce a Signed copy of this offer letter and attach the following documents with in. At the time of joining, you will receive your appointment order which includes your detailed salary package and other terms & conditions.

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• Nagapattinam • Vailankanni • Tiruvarur • Karaikal • Mayiladuthurai

Rtn. MPHF. P. Sundaravelu, B.E.,  
Consulting Civil Engineer.



Ref. No. - Salya/Ngt/2022/046

Date: 20/06/2022

Dear KALAIMANNAN K,

After Evaluation of your Interview process, we are glad to offer you the position of **Junior Engineer** in Salya Construction.

Your probationary period is twelve month. During the probationary period your stipend will be **Rs.1.62 LPA** after successful completion your salary package will be **Rs.1.82 LPA**.

Fringe benefit information and detail of this offer is discussed during the employment processing.

You have to complete your joining process on or before **July, 2022**. Produce a Signed copy of this offer letter and attach the following documents with in. At the time of joining, you will receive your appointment order which includes your detailed salary package and other terms & conditions.

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• Nagapattinam • Vailankanni • Tiruvarur • Karaikal • Mayiladuthurai

Rtn. MPHF. P. Sundaravelu, B.E.,  
Consulting Civil Engineer.



Ref. No. - Salya/Ngt/2022/047

Date: 20/06/2022

Dear SARAN S,

After Evaluation of your Interview process, we are glad to offer you the position of **Junior Engineer** in Salya Construction.

Your probationary period is twelve month. During the probationary period your stipend will be **Rs.1.62 LPA** after successful completion your salary package will be **Rs.1.82 LPA**.

Fringe benefit information and detail of this offer is discussed during the employment processing.

You have to complete your joining process on or before **July, 2022**. Produce a Signed copy of this offer letter and attach the following documents with in. At the time of joining, you will receive your appointment order which includes your detailed salary package and other terms & conditions.

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• Nagapattinam • Vailankanni • Tiruvarur • Karaikal • Mayiladuthurai

Rtn. MPHF. P. Sundaravelu, B.E.,  
Consulting Civil Engineer.



Ref. No. - Salya/Ngt/2022/048

Date: 20/06/2022

Dear SARVESHKUMAR D,

After Evaluation of your Interview process, we are glad to offer you the position of **Junior Engineer** in Salya Construction.

Your probationary period is twelve month. During the probationary period your stipend will be **Rs.1.62 LPA** after successful completion your salary package will be **Rs.1.82 LPA**.

Fringe benefit information and detail of this offer is discussed during the employment processing.

You have to complete your joining process on or before **July, 2022**. Produce a Signed copy of this offer letter and attach the following documents with in. At the time of joining, you will receive your appointment order which includes your detailed salary package and other terms & conditions.

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• Nagapattinam • Vailankanni • Tiruvarur • Karaikal • Mayiladuthurai



# Balaji Builders

81-A, 7th Main Road, Natarajapuram South Colony, Thanjavur, Tamil Nadu 613007.

28<sup>th</sup> October, 2021

Ref. No.: BB-SE/2022/1007

## LETTER OF INTENT

To  
**Alex Pandiyan S**  
**E.G.S. Pillay Engineering College.**

Dear Alex Pandiyan S,

It is with reference to the campus interview conducted on 28-10-2021 at E.G.S. Pillay Engineering College (Autonomous), Nagapattinam for the students pursuing B.E., (Civil Engineering), we are pleased to inform you that we are offering you the position of "Site Engineer" at Thanjavur.

We are glad to have you as our staff and hope that you are equally pleased with this opportunity. **Your offer will be effective from your course completion** and the terms and conditions of this offer letter are as follows:

- Position: **Site Engineer**
- Monthly Salary: **Rs. 15,000/- per month**
- Location: **Thanjavur.**

Regards,

*Balaji*

**Managing Director.**





# Balaji Builders

81-A, 7th Main Road, Natarajapuram South Colony, Thanjavur, Tamil Nadu 613007.

28<sup>th</sup> October, 2021

Ref. No.: BB-SE/2022/1008

## LETTER OF INTENT

To  
**Karthikeyan A**  
**E.G.S. Pillay Engineering College.**

Dear Karthikeyan A,

It is with reference to the campus interview conducted on 28-10-2021 at E.G.S. Pillay Engineering College (Autonomous), Nagapattinam for the students pursuing B.E., (Civil Engineering), we are pleased to inform you that we are offering you the position of "Site Engineer" at Thanjavur.

We are glad to have you as our staff and hope that you are equally pleased with this opportunity. **Your offer will be effective from your course completion** and the terms and conditions of this offer letter are as follows:

- Position: **Site Engineer**
- Monthly Salary: **Rs. 15,000/- per month**
- Location: **Thanjavur.**

Regards,

*Balaji*

**Managing Director.**





# Balaji Builders

81-A, 7th Main Road, Natarajapuram South Colony, Thanjavur, Tamil Nadu 613007.

28<sup>th</sup> October, 2021

Ref. No.: BB-SE/2022/1009

## LETTER OF INTENT

To  
**Manju G**  
**E.G.S. Pillay Engineering College.**

Dear Manju G,

It is with reference to the campus interview conducted on 28-10-2021 at E.G.S. Pillay Engineering College (Autonomous), Nagapattinam for the students pursuing B.E., (Civil Engineering), we are pleased to inform you that we are offering you the position of "Site Engineer" at Thanjavur.

We are glad to have you as our staff and hope that you are equally pleased with this opportunity. **Your offer will be effective from your course completion** and the terms and conditions of this offer letter are as follows:

- Position: **Site Engineer**
- Monthly Salary: **Rs. 15,000/- per month**
- Location: **Thanjavur.**

Regards,

*Balaji*

**Managing Director.**





# Balaji Builders

81-A, 7th Main Road, Natarajapuram South Colony, Thanjavur, Tamil Nadu 613007.

28<sup>th</sup> October, 2021

Ref. No.: BB-SE/2022/1010

## LETTER OF INTENT

To  
**Muniswaran V**  
**E.G.S. Pillay Engineering College.**

Dear Muniswaran V,

It is with reference to the campus interview conducted on 28-10-2021 at E.G.S. Pillay Engineering College (Autonomous), Nagapattinam for the students pursuing B.E., (Civil Engineering), we are pleased to inform you that we are offering you the position of "Site Engineer" at Thanjavur.

We are glad to have you as our staff and hope that you are equally pleased with this opportunity. **Your offer will be effective from your course completion** and the terms and conditions of this offer letter are as follows:

- Position: **Site Engineer**
- Monthly Salary: **Rs. 15,000/- per month**
- Location: **Thanjavur.**

Regards,

*Balaji*



**Managing Director.**





# Balaji Builders

81-A, 7th Main Road, Natarajapuram South Colony, Thanjavur, Tamil Nadu 613007.

28<sup>th</sup> October, 2021

Ref. No.: BB-SE/2022/1011

## LETTER OF INTENT

To  
**Subittavarshini S**  
**E.G.S. Pillay Engineering College.**

Dear Subittavarshini S,

It is with reference to the campus interview conducted on 28-10-2021 at E.G.S. Pillay Engineering College (Autonomous), Nagapattinam for the students pursuing B.E., (Civil Engineering), we are pleased to inform you that we are offering you the position of "Site Engineer" at Thanjavur.

We are glad to have you as our staff and hope that you are equally pleased with this opportunity. **Your offer will be effective from your course completion** and the terms and conditions of this offer letter are as follows:

- Position: **Site Engineer**
- Monthly Salary: **Rs. 15,000/- per month**
- Location: **Thanjavur.**

Regards,

*Balaji*



**Managing Director.**



# Balaji Builders

81-A, 7th Main Road, Natarajapuram South Colony, Thanjavur, Tamil Nadu 613007.

28<sup>th</sup> October, 2021

Ref. No.: BB-SE/2022/1012

## LETTER OF INTENT

To  
**Venkateshwaran J**  
**E.G.S. Pillay Engineering College.**

Dear Venkateshwaran J,

It is with reference to the campus interview conducted on 28-10-2021 at E.G.S. Pillay Engineering College (Autonomous), Nagapattinam for the students pursuing B.E., (Civil Engineering), we are pleased to inform you that we are offering you the position of "Site Engineer" at Thanjavur.

We are glad to have you as our staff and hope that you are equally pleased with this opportunity. **Your offer will be effective from your course completion** and the terms and conditions of this offer letter are as follows:

- Position: **Site Engineer**
- Monthly Salary: **Rs. 15,000/- per month**
- Location: **Thanjavur.**

Regards,



**Managing Director.**



# Balaji Builders

81-A, 7th Main Road, Natarajapuram South Colony, Thanjavur, Tamil Nadu 613007.

28<sup>th</sup> October, 2021

Ref. No.: BB-SE/2022/1013

## LETTER OF INTENT

To  
**ARSATH AHAMED MALIMAR J**  
**E.G.S. Pillay Engineering College.**

Dear ARSATH AHAMED MALIMAR J,

It is with reference to the campus interview conducted on 28-10-2021 at E.G.S. Pillay Engineering College (Autonomous), Nagapattinam for the students pursuing B.E., (Civil Engineering), we are pleased to inform you that we are offering you the position of "Site Engineer" at Thanjavur.

We are glad to have you as our staff and hope that you are equally pleased with this opportunity. **Your offer will be effective from your course completion** and the terms and conditions of this offer letter are as follows:

- Position: **Site Engineer**
- Monthly Salary: **Rs. 15,000/- per month**
- Location: **Thanjavur.**

Regards,

*Balaji*



**Managing Director.**



# Balaji Builders

81-A, 7th Main Road, Natarajapuram South Colony, Thanjavur, Tamil Nadu 613007.

28<sup>th</sup> October, 2021

Ref. No.: BB-SE/2022/1014

## LETTER OF INTENT

To  
**HAMEEDUL ASHIQUEN SAHIB .S**  
**E.G.S. Pillay Engineering College.**

Dear HAMEEDUL ASHIQUEN SAHIB .S,

It is with reference to the campus interview conducted on 28-10-2021 at E.G.S. Pillay Engineering College (Autonomous), Nagapattinam for the students pursuing B.E., (Civil Engineering), we are pleased to inform you that we are offering you the position of "Site Engineer" at Thanjavur.

We are glad to have you as our staff and hope that you are equally pleased with this opportunity. **Your offer will be effective from your course completion** and the terms and conditions of this offer letter are as follows:

- Position: **Site Engineer**
- Monthly Salary: **Rs. 15,000/- per month**
- Location: **Thanjavur.**

Regards,

*Balaji*

**Managing Director.**





# Balaji Builders

81-A, 7th Main Road, Natarajapuram South Colony, Thanjavur, Tamil Nadu 613007.

28<sup>th</sup> October, 2021

Ref. No.: BB-SE/2022/1015

## LETTER OF INTENT

To  
**JOTHISH S**  
**E.G.S. Pillay Engineering College.**

Dear JOTHISH S,

It is with reference to the campus interview conducted on 28-10-2021 at E.G.S. Pillay Engineering College (Autonomous), Nagapattinam for the students pursuing B.E., (Civil Engineering), we are pleased to inform you that we are offering you the position of "Site Engineer" at Thanjavur.

We are glad to have you as our staff and hope that you are equally pleased with this opportunity. **Your offer will be effective from your course completion** and the terms and conditions of this offer letter are as follows:

- Position: **Site Engineer**
- Monthly Salary: **Rs. 15,000/- per month**
- Location: **Thanjavur.**

Regards,

*Balaji*

**Managing Director.**





# Balaji Builders

81-A, 7th Main Road, Natarajapuram South Colony, Thanjavur, Tamil Nadu 613007.

28<sup>th</sup> October, 2021

Ref. No.: BB-SE/2022/1016

## LETTER OF INTENT

To  
SANJAI KUMAR. K  
E.G.S. Pillay Engineering College.

Dear SANJAI KUMAR. K,

It is with reference to the campus interview conducted on 28-10-2021 at E.G.S. Pillay Engineering College (Autonomous), Nagapattinam for the students pursuing B.E., (Civil Engineering), we are pleased to inform you that we are offering you the position of "Site Engineer" at Thanjavur.

We are glad to have you as our staff and hope that you are equally pleased with this opportunity. **Your offer will be effective from your course completion** and the terms and conditions of this offer letter are as follows:

- Position: **Site Engineer**
- Monthly Salary: **Rs. 15,000/- per month**
- Location: **Thanjavur.**

Regards,

*Balaji*

Managing Director.





# Balaji Builders

81-A, 7th Main Road, Natarajapuram South Colony, Thanjavur, Tamil Nadu 613007.

28<sup>th</sup> October, 2021

Ref. No.: BB-SE/2022/1017

## LETTER OF INTENT

To  
**YOGESH. B**  
**E.G.S. Pillay Engineering College.**

Dear YOGESH. B,

It is with reference to the campus interview conducted on 28-10-2021 at E.G.S. Pillay Engineering College (Autonomous), Nagapattinam for the students pursuing B.E., (Civil Engineering), we are pleased to inform you that we are offering you the position of "Site Engineer" at Thanjavur.

We are glad to have you as our staff and hope that you are equally pleased with this opportunity. **Your offer will be effective from your course completion** and the terms and conditions of this offer letter are as follows:

- Position: **Site Engineer**
- Monthly Salary: **Rs. 15,000/- per month**
- Location: **Thanjavur.**

Regards,

*Balaji*

**Managing Director.**





Date: 26th Nov 2021

**Subject: Internship Offer Letter**

Dear **ARUNESH.D,**

We are pleased to offer you “**Internship**” in our company VHR Solutions Pvt Ltd. You are expected to join on **6<sup>th</sup> Dec 2021**. Your initial posting would be at **Bangalore** location.

- ▢ Based upon your performance in the Interview you have been selected for the preliminary Trainee position with us. On successful completion of the preliminary Training, You will be designated as Executive Talent Acquisition-Trainee and will subsequently begin within 6 months on-Job Training. During which time you may be required to relocate to any other city based on business needs. Your initial posting during the training period will be in Bangalore.
- ▢ You will be entitled to a stipend of **INR 15,000** ( Fifteen thousand only) per month during this training period.
- ▢ On the successful completion of the training period, a final review will be taken by the mentors and according to their rating, your position with the organization is confirmed. On confirmation, you will be issued the Permanent offer letter.
- ▢ The Training will be reviewed by the mentor on weekly basis according to the intern policy so that the business continuity is maintained.

2. VHR SOLUTIONS will not provide or reimburse any accommodation during this period. But for the travel Expense for the official visits, you are entitled to full reimbursement at actual and on prior approval.

- ▢ As is the policy, as an intern with VHR SOLUTIONS you are expected to use Public Transport for any official purpose. Such travel costs only will be reimbursed.
- ▢ Expenses incurred on behalf of VHR SOLUTIONS will be reimbursed provided the same is covered by general or specific prior approval.
- ▢ Though the intern policy of the organization doesn't entitle interns to take paid leaves they will be entitled to a total of **1 day earned leave**, per month.

VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043





4.4 Upon the termination or expiry of this Agreement or within five (5) days after the written request of the organization, the Intern shall, subject to the terms of this Agreement:

(a) Deliver to the organization any Confidential Information in the Intern's possession or control that is reasonably capable of being delivered; and

(b) Irretrievably delete, erase or otherwise destroy all Confidential Information in the Intern's possession or control that is not capable of delivering to the organization and confirm in writing by the Intern that he has done so.

## 5. INTELLECTUAL PROPERTY

5.1 All Intellectual Property provided by the organization to the Intern under this Agreement and all Intellectual Property contained in the Services and or deliverables developed or prepared for the organization by the Intern, whether or not patentable or otherwise protectable, that have been requested, accepted, created for, or paid for by the organization shall, subject to any third-party materials contained therein, be considered the sole property of the organization and may be registered, trademarked, and/or copyrighted in the organization's name only.

5.2 The creation or development of materials, know-how, improvements, or other original works of authorship or any other Intellectual Property developed by the Intern according to this Agreement shall be deemed to be 'work for hire, and shall solely belong to and owned by the organization.

5.3 Nothing under this Agreement shall deem to provide the Intern with any rights of a license, assignment, or ownership over such Intellectual Property.

5.4 The Intern shall not be entitled to claim any or part of the royalties earned by the organization, by way of use or distribution of such Intellectual Property.

### 5.5 Intellectual Property Rights Indemnity

(a) The Intern shall, at his expense, pay, defend, indemnify and hold harmless the organization, from and against any claims arising from, in connection with or based on any allegations of infringement or misappropriation of any Intellectual Property rights caused by the Intern's provision of the Services.

(b) If a Service has become (or in the 's reasonable judgment is likely to become) the subject of a third party infringement Claim, the Intern shall, in addition to the indemnity obligation as specified under Clause 7.5 (a) above, at Intern's cost, replace or modify the Service so that it no longer is subject to the third-party Infringement Claim.

VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043



Date: 26th Nov 2021

**Subject: Internship Offer Letter**

Dear **MANIMARAN DHANAPAL,**

We are pleased to offer you “**Internship**” in our company VHR Solutions Pvt Ltd. You are expected to join on **6<sup>th</sup> Dec 2021**. Your initial posting would be at **Bangalore** location.

- ▣ Based upon your performance in the Interview you have been selected for the preliminary Trainee position with us. On successful completion of the preliminary Training, You will be designated as Executive Talent Acquisition-Trainee and will subsequently begin within 6 months on-Job Training. During which time you may be required to relocate to any other city based on business needs. Your initial posting during the training period will be in Bangalore.
- ▣ You will be entitled to a stipend of **INR 15,000** ( Fifteen thousand only) per month during this training period.
- ▣ On the successful completion of the training period, a final review will be taken by the mentors and according to their rating, your position with the organization is confirmed. On confirmation, you will be issued the Permanent offer letter.
- ▣ The Training will be reviewed by the mentor on weekly basis according to the intern policy so that the business continuity is maintained.

2. VHR SOLUTIONS will not provide or reimburse any accommodation during this period. But for the travel Expense for the official visits, you are entitled to full reimbursement at actual and on prior approval.

- ▣ As is the policy, as an intern with VHR SOLUTIONS you are expected to use Public Transport for any official purpose. Such travel costs only will be reimbursed.
- ▣ Expenses incurred on behalf of VHR SOLUTIONS will be reimbursed provided the same is covered by general or specific prior approval.
- ▣ Though the intern policy of the organization doesn't entitle interns to take paid leaves they will be entitled to a total of **1 day earned leave**, per month.

VHR SOLUTIONS PRIVATE LIMITED

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043

4.4 Upon the termination or expiry of this Agreement or within five (5) days after the written request of the organization, the Intern shall, subject to the terms of this Agreement:

(a) Deliver to the organization any Confidential Information in the Intern's possession or control that is reasonably capable of being delivered; and

(b) Irretrievably delete, erase or otherwise destroy all Confidential Information in the Intern's possession or control that is not capable of delivering to the organization and confirm in writing by the Intern that he has done so.

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(b) If a Service has become (or in the 's reasonable judgment is likely to become) the subject of a third party infringement Claim, the Intern shall, in addition to the indemnity obligation as specified under Clause 7.5 (a) above, at Intern's cost, replace or modify the Service so that it no longer is subject to the third-party Infringement Claim.



Date: 26th Nov 2021

**Subject: Internship Offer Letter**

Dear **NOORMOHAMED.M,**

We are pleased to offer you “**Internship**” in our company VHR Solutions Pvt Ltd. You are expected to join on **6<sup>th</sup> Dec 2021**. Your initial posting would be at **Bangalore** location.

- ▣ Based upon your performance in the Interview you have been selected for the preliminary Trainee position with us. On successful completion of the preliminary Training, You will be designated as Executive Talent Acquisition-Trainee and will subsequently begin within 6 months on-Job Training. During which time you may be required to relocate to any other city based on business needs. Your initial posting during the training period will be in Bangalore.
- ▣ You will be entitled to a stipend of **INR 15,000** ( Fifteen thousand only) per month during this training period.
- ▣ On the successful completion of the training period, a final review will be taken by the mentors and according to their rating, your position with the organization is confirmed. On confirmation, you will be issued the Permanent offer letter.
- ▣ The Training will be reviewed by the mentor on weekly basis according to the intern policy so that the business continuity is maintained.

2. VHR SOLUTIONS will not provide or reimburse any accommodation during this period. But for the travel Expense for the official visits, you are entitled to full reimbursement at actual and on prior approval.

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VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043



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VHR Solutions Private Limited

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E.G.S. Pillay Engineering College Mail - Requisition to Consider EGS Pillay Engineering College for Campus Placement of 2...

2. Job Position: HR Recruiter (IT Recruitment).
3. Pay Structure: Initially 2-2.5 LPA and based on his/her performance it will be increased to 3-3.5LPA within 6months.
4. Job Location: 118, Varasiddi Building, 1st Floor, 2nd Main Rd, near Motherhood Medical Center, Kasturi Nagar, Bengaluru, Karnataka 560043

Feel free to reach me for further queries and clarifications. Once again thank you for the offer. Anticipating your favourable reply.



**SOWMYA N**  
Senior Manager -HR

at VHR SOLUTIONS PVT LTD.

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M 98846-55676E [sowmya@vhrsol.com](mailto:sowmya@vhrsol.com)

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Date: 26th Nov 2021

**Subject: Internship Offer Letter**

Dear Nivetha v,

We are pleased to offer you “**Internship**” in our company VHR Solutions Pvt Ltd. You are expected to join on **6<sup>th</sup> Dec 2021**. Your initial posting would be at **Bangalore** location.

- ▣ Based upon your performance in the Interview you have been selected for the preliminary Trainee position with us. On successful completion of the preliminary Training, You will be designated as Executive Talent Acquisition-Trainee and will subsequently begin within 6 months on-Job Training. During which time you may be required to relocate to any other city based on business needs. Your initial posting during the training period will be in Bangalore.
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VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043



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VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043





Date: 26th Nov 2021

**Subject: Internship Offer Letter**

Dear **Samuel P,**

We are pleased to offer you “**Internship**” in our company VHR Solutions Pvt Ltd. You are expected to join on **6<sup>th</sup> Dec 2021**. Your initial posting would be at Bangalore location.

- ▮ Based upon your performance in the Interview you have been selected for the preliminary Trainee position with us. On successful completion of the preliminary Training, You will be designated as Executive Talent Acquisition-Trainee and will subsequently begin within 6 months on-Job Training. During which time you may be required to relocate to any other city based on business needs. Your initial posting during the training period will be in Bangalore.
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- ▮ On the successful completion of the training period, a final review will be taken by the mentors and according to their rating, your position with the organization is confirmed. On confirmation, you will be issued the Permanent offer letter.
- ▮ The Training will be reviewed by the mentor on weekly basis according to the intern policy so that the business continuity is maintained.

2. VHR SOLUTIONS will not provide or reimburse any accommodation during this period. But for the travel Expense for the official visits, you are entitled to full reimbursement at actual and on prior approval.

- ▮ As is the policy, as an intern with VHR SOLUTIONS you are expected to use Public Transport for any official purpose. Such travel costs only will be reimbursed.
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**VHR SOLUTIONS PRIVATE LIMITED**

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturji Nagar, Bengaluru-560043



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VHR SOLUTIONS PRIVATE LIMITED

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043



Date: 26th Nov 2021

**Subject: Internship Offer Letter**

Dear **SIVASAKTHIVEL.G,**

We are pleased to offer you “**Internship**” in our company VHR Solutions Pvt Ltd. You are expected to join on **6<sup>th</sup> Dec 2021**. Your initial posting would be at **Bangalore** location.

- ▣ Based upon your performance in the Interview you have been selected for the preliminary Trainee position with us. On successful completion of the preliminary Training, You will be designated as Executive Talent Acquisition-Trainee and will subsequently begin within 6 months on-Job Training. During which time you may be required to relocate to any other city based on business needs. Your initial posting during the training period will be in Bangalore.
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VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043



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VHR Solutions Private Limited

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E.G.S. Pillay Engineering College Mail - Requisition to Consider EGS Pillay Engineering College for Campus Placement of 2...

2. Job Position: HR Recruiter (IT Recruitment).
3. Pay Structure: Initially 2-2.5 LPA and based on his/her performance it will be increased to 3-3.5LPA within 6months.
4. Job Location: 118, Varasiddi Building, 1st Floor, 2nd Main Rd, near Motherhood Medical Center, Kasturi Nagar, Bengaluru, Karnataka 560043

Feel free to reach me for further queries and clarifications. Once again thank you for the offer. Anticipating your favourable reply.



**SOWMYA N**  
Senior Manager -HR

at VHR SOLUTIONS PVT LTD.

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M 98846-55676E [sowmya@vhrsol.com](mailto:sowmya@vhrsol.com)

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Date: 26th Nov 2021

**Subject: Internship Offer Letter**

Dear **Kabilan.S**

We are pleased to offer you “**Internship**” in our company VHR Solutions Pvt Ltd. You are expected to join on **6<sup>th</sup> Dec 2021**. Your initial posting would be at **Bangalore** location.

- ▣ Based upon your performance in the Interview you have been selected for the preliminary Trainee position with us. On successful completion of the preliminary Training, You will be designated as Executive Talent Acquisition-Trainee and will subsequently begin within 6 months on-Job Training. During which time you may be required to relocate to any other city based on business needs. Your initial posting during the training period will be in Bangalore.
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VHR Solutions Private Limited

#118,1stFloor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043



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VHR Solutions Private Limited

#118, 1st Floor, Varasiddi Building, 2<sup>nd</sup> Main Road, Kasturi Nagar, Bengaluru-560043



Date: 26th Nov 2021

**Subject: Internship Offer Letter**

Dear **Soundarapandi**,

We are pleased to offer you “**Internship**” in our company VHR Solutions Pvt Ltd. You are expected to join on **6<sup>th</sup> Dec 2021**. Your initial posting would be at **Bangalore** location.

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VHR Solutions Private Limited

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3. Pay Structure: Initially 2-2.5 LPA and based on his/her performance it will be increased to 3-3.5LPA within 6months.
4. Job Location: 118, Varasiddi Building, 1st Floor, 2nd Main Rd, near Motherhood Medical Center, Kasturi Nagar, Bengaluru, Karnataka 560043

Feel free to reach me for further queries and clarifications. Once again thank you for the offer. Anticipating your favourable reply.



**SOWMYA N**  
Senior Manager -HR

at VHR SOLUTIONS PVT LTD.

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M 98846-55676E [sowmya@vhrsol.com](mailto:sowmya@vhrsol.com)

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**Date: 26-05-2022**

**Dear AADHITHYA S,**

**Sub: Letter of Intent – Trainee Tutor position – Focus/TT/CBE/202208278**

Congratulations! Focus Edumatics is excited to offer you as a position of **Trainee Tutor**.

Your salary will be **Rs. 1.80 LPA**.

As the Trainee Tutor, you'll report to Manager at Bangalore branch from **July 2022**.

You'll be a regular employee of Focus Edumatics and able to participate in benefits such as medical insurance, paid time off, etc.

**Focus Edumatics looks forward to bringing you on board! If you have any questions, please feel free to reach out at anytime and we'll be more than happy to help you.**

We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

**Thank you,**

**For Focus Edumatics Pvt. Ltd.,**

**Authorized Signatory**

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 41st Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264



**Date: 26-05-2022**

**Dear AJANTHA R,**

**Sub: Letter of Intent – Trainee Tutor position – Focus/TT/CBE/202208279**

Congratulations! Focus Edumatics is excited to offer you as a position of **Trainee Tutor**.

Your salary will be **Rs. 1.80 LPA**.

As the Trainee Tutor, you'll report to Manager at Bangalore branch from **July 2022**.

You'll be a regular employee of Focus Edumatics and able to participate in benefits such as medical insurance, paid time off, etc.

**Focus Edumatics looks forward to bringing you on board! If you have any questions, please feel free to reach out at anytime and we'll be more than happy to help you.**

We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

**Thank you,**

**For Focus Edumatics Pvt. Ltd.,**

**Authorized Signatory**

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264



**Date: 26-05-2022**

**Dear BHAVANISHA A,**

**Sub: Letter of Intent – Trainee Tutor position – Focus/TT/CBE/202208280**

Congratulations! Focus Edumatics is excited to offer you as a position of **Trainee Tutor**.

Your salary will be **Rs. 1.80 LPA**.

As the Trainee Tutor, you'll report to Manager at Bangalore branch from **July 2022**.

You'll be a regular employee of Focus Edumatics and able to participate in benefits such as medical insurance, paid time off, etc.

**Focus Edumatics looks forward to bringing you on board! If you have any questions, please feel free to reach out at anytime and we'll be more than happy to help you.**

We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

**Thank you,**

**For Focus Edumatics Pvt. Ltd.,**

**Authorized Signatory**

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamai House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264

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



**Date: 26-05-2022**

**Dear JONESALEN J,**

**Sub: Letter of Intent – Trainee Tutor position – Focus/TT/CBE/202208281**

Congratulations! Focus Edumatics is excited to offer you as a position of **Trainee Tutor**.

Your salary will be **Rs. 1.80 LPA**.

As the Trainee Tutor, you'll report to Manager at Bangalore branch from **July 2022**.

You'll be a regular employee of Focus Edumatics and able to participate in benefits such as medical insurance, paid time off, etc.

**Focus Edumatics looks forward to bringing you on board! If you have any questions, please feel free to reach out at anytime and we'll be more than happy to help you.**

We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

**Thank you,**

**For Focus Edumatics Pvt. Ltd.,**

**Authorized Signatory**

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264



**Date: 26-05-2022**

**Dear NESHKA K,**

**Sub: Letter of Intent – Trainee Tutor position – Focus/TT/CBE/202208283**

Congratulations! Focus Edumatics is excited to offer you as a position of **Trainee Tutor**.

Your salary will be **Rs. 1.80 LPA**.

As the Trainee Tutor, you'll report to Manager at Bangalore branch from **July 2022**.

You'll be a regular employee of Focus Edumatics and able to participate in benefits such as medical insurance, paid time off, etc.

**Focus Edumatics looks forward to bringing you on board! If you have any questions, please feel free to reach out at anytime and we'll be more than happy to help you.**

We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

**Thank you,**

**For Focus Edumatics Pvt. Ltd.,**

**Authorized Signatory**

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dafamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264



**Date: 26-05-2022**

**Dear RENISHA R,**

**Sub: Letter of Intent – Trainee Tutor position – Focus/TT/CBE/202208284**

Congratulations! Focus Edumatics is excited to offer you as a position of **Trainee Tutor**.

Your salary will be **Rs. 1.80 LPA**.

As the Trainee Tutor, you'll report to Manager at Bangalore branch from **July 2022**.

You'll be a regular employee of Focus Edumatics and able to participate in benefits such as medical insurance, paid time off, etc.

**Focus Edumatics looks forward to bringing you on board! If you have any questions, please feel free to reach out at anytime and we'll be more than happy to help you.**

We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

**Thank you,**

**For Focus Edumatics Pvt. Ltd.,**

**Authorized Signatory**

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalarnal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264

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





**Date: 26-05-2022**

**Dear SANKARANARAYANAN S,**

**Sub: Letter of Intent – Trainee Tutor position – Focus/TT/CBE/202208285**

Congratulations! Focus Edumatics is excited to offer you as a position of **Trainee Tutor**.

Your salary will be **Rs. 1.80 LPA**.

As the Trainee Tutor, you'll report to Manager at Bangalore branch from **July 2022**.

You'll be a regular employee of Focus Edumatics and able to participate in benefits such as medical insurance, paid time off, etc.

**Focus Edumatics looks forward to bringing you on board! If you have any questions, please feel free to reach out at anytime and we'll be more than happy to help you.**

We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

**Thank you,**

**For Focus Edumatics Pvt. Ltd.,**

**Authorized Signatory**

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalarnal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264



**Date: 26-05-2022**

**Dear SRIMATHI G,**

**Sub: Letter of Intent – Trainee Tutor position – Focus/TT/CBE/202208286**

Congratulations! Focus Edumatics is excited to offer you as a position of **Trainee Tutor**.

Your salary will be **Rs. 1.80 LPA**.

As the Trainee Tutor, you'll report to Manager at Bangalore branch from **July 2022**.

You'll be a regular employee of Focus Edumatics and able to participate in benefits such as medical insurance, paid time off, etc.

**Focus Edumatics looks forward to bringing you on board! If you have any questions, please feel free to reach out at anytime and we'll be more than happy to help you.**

We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

**Thank you,**

**For Focus Edumatics Pvt. Ltd.,**

**Authorized Signatory**

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264



**Date: 26-05-2022**

**Dear VARSHINI G,**

**Sub: Letter of Intent – Trainee Tutor position – Focus/TT/CBE/202208287**

Congratulations! Focus Edumatics is excited to offer you as a position of **Trainee Tutor**.

Your salary will be **Rs. 1.80 LPA**.

As the Trainee Tutor, you'll report to Manager at Bangalore branch from **July 2022**.

You'll be a regular employee of Focus Edumatics and able to participate in benefits such as medical insurance, paid time off, etc.

**Focus Edumatics looks forward to bringing you on board! If you have any questions, please feel free to reach out at anytime and we'll be more than happy to help you.**

We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

**Thank you,**

**For Focus Edumatics Pvt. Ltd.,**

**Authorized Signatory**

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264

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



**Date: 26-05-2022**

**Dear VIMALKUMAR G,**

**Sub: Letter of Intent – Trainee Tutor position – Focus/TT/CBE/202208288**

Congratulations! Focus Edumatics is excited to offer you as a position of **Trainee Tutor**.

Your salary will be **Rs. 1.80 LPA**.

As the Trainee Tutor, you'll report to Manager at Bangalore branch from **July 2022**.

You'll be a regular employee of Focus Edumatics and able to participate in benefits such as medical insurance, paid time off, etc.

**Focus Edumatics looks forward to bringing you on board! If you have any questions, please feel free to reach out at anytime and we'll be more than happy to help you.**

We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

**Thank you,**

**For Focus Edumatics Pvt. Ltd.,**

**Authorized Signatory**

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264

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



**Date: 26-05-2022**

**Dear NANDA KUMAR R,**

**Sub: Letter of Intent – Trainee Tutor position – Focus/TT/CBE/202208282**

Congratulations! Focus Edumatics is excited to offer you as a position of **Trainee Tutor**.

Your salary will be **Rs. 1.80 LPA**.

As the Trainee Tutor, you'll report to Manager at Bangalore branch from **July 2022**.

You'll be a regular employee of Focus Edumatics and able to participate in benefits such as medical insurance, paid time off, etc.

**Focus Edumatics looks forward to bringing you on board! If you have any questions, please feel free to reach out at anytime and we'll be more than happy to help you.**

We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

**Thank you,**

**For Focus Edumatics Pvt. Ltd.,**

**Authorized Signatory**

**FOCUS EDUMATICS PVT. LTD.**

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264



22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear **KARUNYA R**,

Offer No.: **MCS/2022/012**

In reference to your interview we are glad to inform you that you have been selected for the position of Trainee – Business Development in our esteemed organization at our Trichy branch.

Details of employment are as below:

<b>Particulars</b>	<b>Details</b>
Employment Type	<b>Full time</b>
CTC	<b>Rs.1.80/- Annum</b>
Other Benefits	<b>Food, transportation, Insurance and other perks</b>
Job Role	<b>Trainee – Business Development</b>
Reporting Date	<b>03.06.2022</b>
Reporting Time	<b>08.00 a.m.</b>

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear SRIRAMPRAKASH R,

Offer No.: MCS/2022/013

In reference to your interview we are glad to inform you that you have been selected for the position of Trainee – Business Development in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.80/- Annum
Other Benefits	Food, transportation, Insurance and other perks
Job Role	Trainee – Business Development
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



**Ref. ID: HR /July-2022/Appt Letter N34**

Dear AHAMED HAALIDH T,

Mobius Knowledge Services Pvt Ltd. is offering you a role as a "Trainee-Business Analyst".

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- Position: You will be working as a Web developer and reporting to the IT manager.
- Working hours: Shift 1: 7am - 3pm & Shift 2: 9am - 5pm
- Compensation: Your salary will be Rs.1.80 LPA.
- Benefits: As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week.

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For Mobius Knowledge Services Pvt Ltd.

A handwritten signature in black ink that reads "G. Dineshkumar".

**Dineshkumar G  
Director-HumanResource**

**Date : March28,2022  
Place : Chennai**





**Ref. ID: HR /July-2022/Appt Letter N35**

Dear INDHIARASAN T,

Mobius Knowledge Services Pvt Ltd. is offering you a role as a “Trainee-Business Analyst”.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- Position: You will be working as a Web developer and reporting to the IT manager.
- Working hours: Shift 1: 7am - 3pm & Shift 2: 9am - 5pm
- Compensation: Your salary will be Rs.1.80 LPA.
- Benefits: As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week.

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For Mobius Knowledge Services Pvt Ltd.

A handwritten signature in black ink that reads "G. Dinesh Kumar".

**Dineshkumar G**  
**Director-HumanResource**

**Date : March28,2022**  
**Place : Chennai**



**Ref. ID: HR /July-2022/Appt Letter N36**

Dear KAVYA R,

Mobius Knowledge Services Pvt Ltd. is offering you a role as a “Trainee-Business Analyst”.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- **Position:** You will be working as a Web developer and reporting to the IT manager.
- **Working hours:** Shift 1: 7am - 3pm & Shift 2: 9am - 5pm
- **Compensation:** Your salary will be Rs.1.80 LPA.
- **Benefits:** As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week.

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For Mobius Knowledge Services Pvt Ltd.

A handwritten signature in black ink that reads "G. Dineshkumar".

**Dineshkumar G  
Director-HumanResource**

**Date : March28,2022  
Place : Chennai**



Ref. ID: HR /July-2022/Appt Letter N37

Dear KIRUTHIKA S,

Mobius Knowledge Services Pvt Ltd. is offering you a role as a “Trainee-Business Analyst”.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- Position: You will be working as a Web developer and reporting to the IT manager.
- Working hours: Shift 1: 7am - 3pm & Shift 2: 9am - 5pm
- Compensation: Your salary will be Rs.1.80 LPA.
- Benefits: As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week.

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For Mobius Knowledge Services Pvt Ltd.

A handwritten signature in black ink that reads "G. Dineshkumar".

Dineshkumar G  
Director-HumanResource

Date : March28,2022  
Place : Chennai



**Ref. ID: HR /July-2022/Appt Letter N38**

Dear NITHISH V,

Mobius Knowledge Services Pvt Ltd. is offering you a role as a "Trainee-Business Analyst".

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- Position: You will be working as a Web developer and reporting to the IT manager.
- Working hours: Shift 1: 7am - 3pm & Shift 2: 9am - 5pm
- Compensation: Your salary will be Rs.1.80 LPA.
- Benefits: As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week.

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For Mobius Knowledge Services Pvt Ltd.

A handwritten signature in black ink that reads "G. Dineshkumar".

**Dineshkumar G**  
**Director-HumanResource**

**Date : March28,2022**  
**Place : Chennai**



**Ref. ID: HR /July-2022/Appt Letter N39**

Dear PAGALAVAN T K,

Mobius Knowledge Services Pvt Ltd. is offering you a role as a "Trainee-Business Analyst".

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- **Position:** You will be working as a Web developer and reporting to the IT manager.
- **Working hours:** Shift 1: 7am - 3pm & Shift 2: 9am - 5pm
- **Compensation:** Your salary will be Rs.1.80 LPA.
- **Benefits:** As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week.

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For Mobius Knowledge Services Pvt Ltd.

A handwritten signature in black ink that reads "G. Dinesh Kumar".

**Dineshkumar G**  
**Director-HumanResource**

**Date : March28,2022**  
**Place : Chennai**



Ref. ID: HR /July-2022/Appt Letter N40

Dear SANGEETHA R,

Mobius Knowledge Services Pvt Ltd. is offering you a role as a “Trainee-Business Analyst”.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- Position: You will be working as a Web developer and reporting to the IT manager.
- Working hours: Shift 1: 7am - 3pm & Shift 2: 9am - 5pm
- Compensation: Your salary will be Rs.1.80 LPA.
- Benefits: As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week.

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For Mobius Knowledge Services Pvt Ltd.

A handwritten signature in black ink that reads "G. Dineshkumar".

Dineshkumar G  
Director-HumanResource

Date : March28,2022  
Place : Chennai



**Ref. ID: HR /July-2022/Appt Letter N41**

Dear SOWNTHARIYA A,

Mobius Knowledge Services Pvt Ltd. is offering you a role as a “Trainee-Business Analyst”.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- Position: You will be working as a Web developer and reporting to the IT manager.
- Working hours: Shift 1: 7am - 3pm & Shift 2: 9am - 5pm
- Compensation: Your salary will be Rs.1.80 LPA.
- Benefits: As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week.

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For Mobius Knowledge Services Pvt Ltd.

A handwritten signature in black ink that reads "G. Dineshkumar".

**Dineshkumar G**  
**Director-HumanResource**

**Date : March28,2022**  
**Place : Chennai**



**Ref. ID: HR /July-2022/ Appt Letter N42**

Dear SWETHA B,

Mobius Knowledge Services Pvt Ltd. is offering you a role as a "Trainee-Business Analyst".

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- Position: You will be working as a Web developer and reporting to the IT manager.
- Working hours: Shift 1: 7am - 3pm & Shift 2: 9am - 5pm
- Compensation: Your salary will be Rs.1.80 LPA.
- Benefits: As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week.

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For Mobius Knowledge Services Pvt Ltd.

A handwritten signature in black ink that reads "G. Dineshkumar".

**Dineshkumar G**  
**Director-HumanResource**

**Date : March28,2022**  
**Place : Chennai**





**Ref. ID: HR /July-2022/Appt Letter N43**

Dear VIGNESH S,

Mobius Knowledge Services Pvt Ltd. is offering you a role as a “Trainee-Business Analyst”.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- Position: You will be working as a Web developer and reporting to the IT manager.
- Working hours: Shift 1: 7am - 3pm & Shift 2: 9am - 5pm
- Compensation: Your salary will be Rs.1.80 LPA.
- Benefits: As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week.

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For Mobius Knowledge Services Pvt Ltd.

A handwritten signature in black ink that reads "G. Dineshkumar".

**Dineshkumar G**  
**Director-HumanResource**

**Date : March28,2022**  
**Place : Chennai**



# EMPLOYMENT AGREEMENT

THIS AGREEMENT IS BETWEEN

OGM Technical Institute India Private Ltd  
CIN: U74999DL2015PTC277753

AND

KAVIYA .R  
Contact no: 9500801358

Position Title:	Admin Staff, OGM India
Annual Salary package:	INR 1,80,000 plus performance incentive
Date of Commencement:	June 25 <sup>th</sup> , 2022 or as agreed

---

R. K. S.

IT



## TERMS OF EMPLOYMENT

### General employment contract conditions

This contract of employment is offered directly between OGM Technical Institute India Private Ltd (OGM) and R.KAVIYA as per the terms set out below.

#### 1. Probationary Period

- 1.1 If the Employee is a new employee, his or her employment will be subject to a six (6) month probationary period. During this period, either the Organisation or Employee may terminate the employment in writing for any reason whatsoever.

#### 2. Contract Period and Hours of Work

- 2.1 The contract will initially be offered for a period of two years renewable by mutual agreement and subject to ongoing contractual work contracts being in place.
- 2.2 The standard number of hours the employee will be required to work will be per the laws in India (8 hours X 6 days a week). And during the period of work from home it is expected to work without anytime boundaries.
- 2.3 Except in the case of absence by reason of ill health, incapacity, accident or approved leave, the Employee will devote the whole of his or her time, attention and abilities exclusively to the Organisation's business during the hours when the Organisation is open for normal business and such other hours as may be reasonable and necessary for the Employee to perform his or her duties in a satisfactory manner.

#### 3. Location

- 3.1 The Employee will carry out his or her duties at the OGM Technical Institute partner premises in Chennai as the base location and at other partner locations. However, the Organisation may direct the Employee to perform work at other locations, provided that such a direction does not impose unreasonable hardship on the Employee.

R. Kaviya

3.2 Initially this position is to be based in Chennai (India). In the future, the position may change with package and employment conditions accordingly.

#### 4. Duties

4.1. The Employee is to carry out his or her duties competently as described in Annexure "A", as well as any other duties as directed.

4.2. The Employee agrees to comply with the Organisation's current and future workplace policies.

- (a) exercise the powers and discretions, hold the responsibilities and perform the duties and tasks as are conferred, delegated or specified by the Organisation from time to time;
- (b) perform those responsibilities and duties honestly and in a proper and efficient manner;
- (c) use his or her best endeavours to promote and enhance the interests, welfare, business, profitability, growth and reputation of the Organisation;
- (d) not intentionally do anything that is or may be harmful to the Organisation;
- (e) report to the Organisation promptly, all information and explanations as required in connection with matters relating to his or her employment or the business of the Organisation; and
- (f) comply with all lawful and reasonable directions given to him or her by the Organisation.

#### 5. Remuneration

5.1. The Employee's Annual Salary will be paid in arrears on a monthly basis payable on the **1st of each month** in INR. The monthly payment is inclusive of all remuneration entitlements with exception of performance bonus

5.2. Provident fund allowance is inclusive in the base package and the employee if determined, should make arrangements for direct contributions to own fund as determined.



5.3. Health & medical insurance allowance is inclusive in the base package and the employee should make own arrangements for direct contributions to own fund as determined.

## 6. Annual Leave

6.1 The Employee will be entitled to four (4) weeks of paid annual leave each year.

6.2 The Employee's annual leave entitlements will accrue throughout each year of service, and will accumulate from year to year to a maximum of 20 days. Days accumulating above 20 days in any year will be forfeited at the end of December if not taken as leave.

6.3 Annual leave can be taken for a period agreed between the Organisation and the Employee, although the Organisation cannot unreasonably refuse to agree to a request by the Employee to take a period of annual leave. During periods when the organisation closes operations (Christmas / New Year) the employee will take leave from annual entitlements separate from those days provided as public holidays.

6.4 If the Employee's employment ends for any reason, the Organisation is to pay to the Employee unused annual leave the Employee has accrued up to that date.

6.5 This annual leave conditions will not be applicable when the employee is under Work from home Model.

## 7. Personal Leave

### Personal Leave

7.1 Personal leave may be taken by the Employee:

- (a) the Employee is not fit for work because of a personal illness or injury affecting the Employee; or
- (b) the Employee needs compassionate leave or to provide care or support to a member of the Employee's immediate family, or a member of the Employee's household, who needs care or support, because of a

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R. K. D.



personal illness or injury, or an unexpected emergency, affecting the member.

- 7.2 The Employee will be entitled to up to ten (10) days of paid personal leave each year.
- 7.3 The Employee's personal leave entitlements will not accrue beyond each year and are not pay out entitlements on employment ending.

#### Notification Requirements

- 7.4 Each time the Employee takes a period of leave, the Employee must:
- (a) notify the Organisation as soon as practicable, indicating the expected period of the leave; and
  - (b) provide the Organisation with a medical certificate and / or evidence that would satisfy a reasonable person of the purpose of the leave.

#### **8. Public Holidays**

8.2 Public holidays are aligned to those days provided by OGM in India.

8.2 The Organisation may request that the Employee works on a public holiday, provided that such a request is reasonable.

#### **9 Confidential Information**

1. In this Agreement, "Confidential information" means:
2. Intellectual property: any and all intellectual property; and
3. Financial information: information regarding costs, profits, markets, sales and other financial information; and
4. Business information: information regarding business relationships and strategies, development plans, marketing, product concepts, trade secrets and other business

*R. K. D.*

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information of the Organisation and the Organisation's clients / customers or third party suppliers; and

5. Personal information: any personal information relating to the officers (as defined in s9 of the *Corporations Act 2001*), partners, employees, agents, contractors or clients of the Organisation; and
6. Information obtained through performance: all information which becomes known to the Employee as a consequence of him or her performing the obligations under the employment relationship, including (without limitation) all records, documents, accounts, plans, specifications, price lists, customer lists, correspondence, photos and papers of every description relating to the Organisation; and
7. Technical information: information regarding designs, development processes and tools, hardware specifications, know-how, production, research, software specifications, data bases and software developed or used by a party whether as owner or under licence from any person and other technical information; and
8. Disclosed information: any other information disclosed by the Organisation that is identified as being confidential, or would be apparent to a reasonable person that such information was disclosed in confidence by or on behalf of the Organisation.
  - 1.1 The Employee must not, except as required by law in the proper course of his or her duties, disclose, divulge, communicate or otherwise place at the disposal of any third party in any form or by any means and keep in the strictest confidence any confidential information acquired during their employment
  - 1.2 All notes of a confidential nature which the Employee acquires or makes during the employment are the property of the Organisation, and when the employment ends the Employee must immediately deliver all information to the Organisation.
  - 1.3 The Employee must not, except as required by law disclose, divulge, communicate to or otherwise place at the disposal of any third party or make personal use of any of the Organisation's confidential information after the cessation of the employment.

## 10 Other Business Interests

R. K. S.



10.1 During his or her employment, the Employee will not undertake or carry on, or be employed by, or be directly or indirectly by any business other than the Organisation's business.

10.2 The Employee is not permitted to have any association or interest outside of the Organisation that is incompatible and / or inconsistent with the Organisation's interests.

## 11 Termination

### Termination by the Organisation

11.1 Subject to clause 14.3, the Organisation may terminate the employment by giving the Employee written notice in accordance with the *Fair Work Act 2009 (Cth)*.

### Resignation

11.2 The Employee may terminate the employment by giving one (1) month's written notice. If the Employee fails to serve part or all of that notice period, the Employee will forfeit his or her right to be paid for that period of notice which was not served.

### Summary Termination

11.3 The Organisation may terminate the employment immediately by giving the Employee written notice and without being required to provide any compensation or payment in lieu if the Employee:

- (a) engages in serious misconduct;
- (b) breaches a fundamental condition and / or commits a fundamental breach of the conditions of employment;
- (c) commits an act of fraud or dishonesty;
- (d) engages in any conduct which, in the reasonable opinion of the Organisation, might tend to injure the reputation or business of the Organisation;

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R. Reid





- (e) fails or refuses to comply with any lawful direction given to the Employee by the Organisation through its authorised representative.

During the notice period

- 11.4 If either the Organisation or the Employee gives notice of termination under this agreement, the Organisation may:
- (a) pay the Employee an amount of base salary in lieu of part or all of that period not served by the Employee; or
  - (b) require the Employee to serve part of all of that period without attending work and / or performing duties.

Acts following termination

- 11.5 Upon the termination of the Employee's employment, the Employee must immediately return to the Organisation any of the following items in his or her possession:
- (a) any document, whether in computerised form or otherwise, relating to any matter within the scope of the business of the Organisation, or to confidential information or any other aspect of the employment;
  - (b) all keys and passes belonging to the Organisation;
  - (c) all software and associated materials belonging to or licensed to the Organisation; and
  - (d) all other property belonging to the Organisation.

**12 Restraint of Trade**

- 12.1 The sole purpose of this Restraint of Trade clauses is to protect the legitimate interests of the Organisation, which shall include (but not be limited to) the protection of confidential information as defined above, the non-solicitation of clients, suppliers and current employees.



12.2 The Employee shall not, after the termination date:

- (a) attempt in any manner to persuade a client or customer of the Organisation to cease dealing with or reduce the dealings which the client or customer has customarily had or contemplated having with the Organisation;
- (b) attempt in any manner to persuade any employee or contractor of the Organisation with whose skills and abilities the Employee has become familiar in the course of his or her employment to cease providing services to the Organisation and / or to provide services to the Employee or another person or entity;
- (c) carry on, advise, provide services or be engaged, concerned or interested in or associated with or otherwise involved in any business activity within the restraint distance that is competitive with any business carried on by the Organisation.

### 13 Entire Agreement

13.1 This employment agreement represents the entire agreement between the Employee and the Organisation and supersedes any prior representations, understandings or arrangements between the parties, whether oral or in writing.

### 14 Variation

14.1 If the Employee's position, job location or remuneration package changes during the employment, the other provisions of this agreement will continue to apply to the Employee's employment unless varied by mutual agreement in writing.

### 15 Severance

15.1 If any clause or any part of any clause in this agreement is in any way unenforceable, invalid or illegal, it is to be read down so as to be enforceable, valid and legal. If this is not possible, the clause (or where possible, the offending part) is to be served without affecting the enforceability, validity or legality of the remaining clauses (or parts of those clauses) of this agreement, which will continue in full force and effect.

### 16 Governing law and jurisdiction

A handwritten signature in black ink, appearing to read "R. K. ...", is written over a horizontal line at the bottom of the page.




16.1 The laws applicable is in which the Organisation's primary office is based in governing the Employee's employment and this agreement. For the purpose of this agreement, this shall be India.

### AGREEMENT

The Organisation and the Employee hereby agree to the terms of this Agreement (which include Annexure "A").

Any future variations to this agreement will be made in writing and signed by both parties.

<b>ORGANISATION - AUTHORISED REPRESENTATIVE NAME:</b> Peter Linford CEO	
<b>SIGNED:</b>	<b>Date:</b>

<b>EMPLOYEE NAME: KAVIYA R</b>	
<b>SIGNED:</b> 	<b>Date:</b> 25/06/2022

## Annexure 'A'

### Description of Duties

#### Job Focus and targets

- Primary role is to manage the all document related job related to training & Placement,
- To deal with NSH team in GCC regarding new or pending process in the recruitment.
- To Deal with Agencies in India for collecting documents of Candidates
- Need to Ensure only genuine documents were uploaded in the recruitment portal
- All action or decisions should be through the knowledge of Country Manager
- When company need employee should involve in Interview coordination and Training process
- Maintain Records including:
  - Full recruitment records of successful / unsuccessful candidates by date / trade / location.
  - Maintain all records and certifications for national registrations including with Government bodies (NSDC & other).
- Under direction of OGM Technical GM International, develop course material for skills courses in area of expertise, including both short and longer courses.
- Be prepared to deliver training (particularly practical classes) in your skill area for our partner institutions at various locations.
- Work to promote positive image (media & website) of OGM in India and internationally.
- Ensure that communication is clear and timely to our partners in India and internationally.

### Remuneration and performance bonus considerations

In addition to annual remuneration of INR 1,80,000 per annum, and leave entitlements, a performance bonus of salary will be assessed on following basis:

- Payable at completion of each month (1<sup>st</sup> of following month).

IT 412



- Bonus of 5% for each successful placement of 100 candidates achieved. (for example, 50% bonus for 1,000 placed candidates per annum). Maximum 100% bonus.
- In addition, employee will be assessed on management and administration of OGM affairs including staff management, accounts with accountant liaison, and regulatory reporting requirements within India
- Position requires continuous placement of candidates to be ongoing and will be assessed per six month periods.

### **Performance review**

A formal review in writing will be undertaken bi-annually for "half year"

The review to be submitted by the employee detailing performance against job description and performance measures. The employer will then respond in writing with any additional comments as relevant. The review should then have a discussion around the comments to finalise the review with a performance rating determined and agreed.

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R. K. K. K.

24.05.2022

**Letter of Appointment**

To

NEDUMARAN K  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

ARIHARAN K  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

Letter of Appointment

To

JOTHIRAMAN S  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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Manoj KRN  
Corporate Projects Manager



24.05.2022

**Letter of Appointment**

To

MUGESH A  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

VIGNESH M  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

YOHESWARAN J  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

RAJESH D  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

SARAVANAN S  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

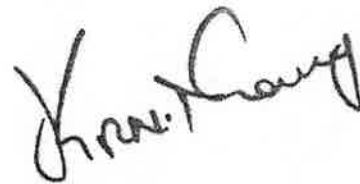
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Manoj KRN  
Corporate Projects Manager

24.05.2022

Letter of Appointment

To

ARUNRAJ S  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

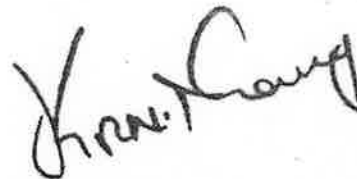
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Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

NIRMAL E  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

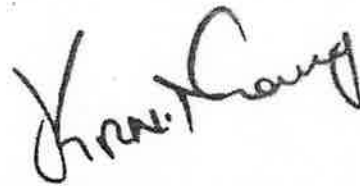
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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

DINESH R  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager



24.05.2022

**Letter of Appointment**

To

PRAVEEN RAJ T  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg


Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

DINESHKUMAR.S  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of HVAC Engineer of our current project undergoing on ARCTIC CONFORT ENGINEERS. Your Job Description includes Operation of Modeling & 2D Drafting, Planning & Estimation. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

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GOKULRAJ R  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

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For Pumo Technovation (IND) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

MATHES KANNA S  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

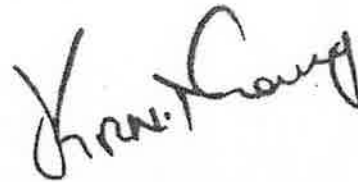
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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

Mohamed Sharugan.M  
EGS Pillay engineering college,  
Dept of Mechanical Engineering,  
Nagappattinam.

SUB: Letter of Appointment – reg

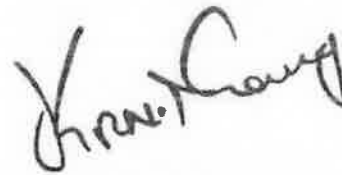
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Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

Sathiyar.R  
EGS Pillay engineering college,  
Dept of Mechanical Engineering,  
Nagappattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

SHANMUGAPRIYAN D  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

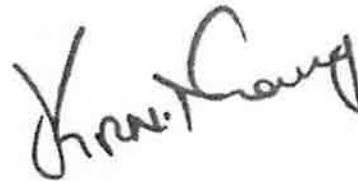
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Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

SRINIVASAN B  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

Documents to be submitted:

- Course Completed Certificate
- Aadhar Card
- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager



24.05.2022

**Letter of Appointment**

To

SURIYA S  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg


Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

KEERTHIVASAN S  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

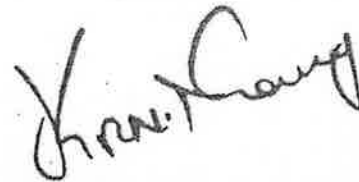
Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

K.Dinesh Kumar  
EGS Pillay engineering college,  
Dept of Mechanical Engineering,  
Nagappattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

V.Srinivasan  
EGS Pillay engineering college,  
Dept of Mechanical Engineering,  
Nagappattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Aadhar Card
- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

R.Ranjith  
EGS Pillay engineering college,  
Dept of Mechanical Engineering,  
Nagappattinam.

SUB: Letter of Appointment – reg


Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Course Completed Certificate
- Aadhar Card
- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

**Letter of Appointment**

To

GUGAN M  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

G. Mutharasan  
EGS Pillay engineering college,  
Dept of Mechanical Engineering,  
Nagappattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Aadhar Card
- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

U.Vijay  
EGS Pillay engineering college,  
Dept of Mechanical Engineering,  
Nagappattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Aadhar Card
- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager



24.05.2022

**Letter of Appointment**

To

P. Divakar  
EGS Pillay engineering college,  
Dept of Mechanical Engineering,  
Nagappattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

V. Kesavan  
EGS Pillay engineering college,  
Dept of Mechanical Engineering,  
Nagappattinam.

SUB: Letter of Appointment – reg


Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Aadhar Card
- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

S. Mathavan  
EGS Pillay engineering college,  
Dept of Mechanical Engineering,  
Nagappattinam.

SUB: Letter of Appointment – reg

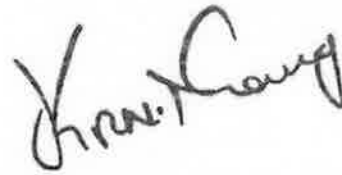
Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

NAVEENPRAKASH P  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

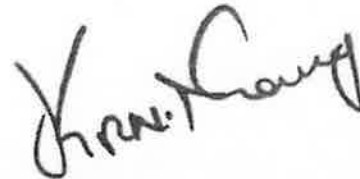
Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

ARUN S  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Aadhar Card
- Bank Passbook
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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

BHARANIDHARAN V  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

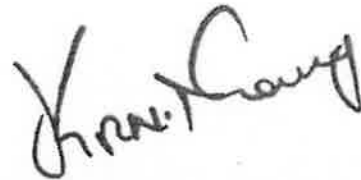
Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Bank Passbook
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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

DINESH J  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

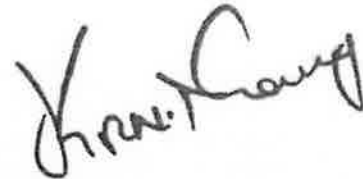
Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

DINESH G  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Aadhar Card
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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager



24.05.2022

**Letter of Appointment**

To

G.balaji  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of HVAC Engineer of our current project undergoing on ARCTIC CONFORT ENGINEERS. Your Job Description includes Operation of Modeling & 2D Drafting, Planning & Estimation. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

HABEEB MOHAMED A  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

HARIHARAN.S  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Design Engineer of our current project undergoing on DESMAAN PRIVATE LIMITED. Your Job Description includes Operation of Modeling & 2D Digitalization with GD&T. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

Harish.S  
EGS Pillay engineering college,  
Dept of Mechanical Engineering,  
Nagappattinam.

SUB: Letter of Appointment – reg

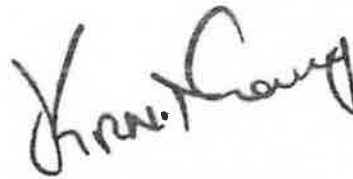
Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Jr. HVAC trainee of our current project undergoing on ARCTIC CONFORT ENGINEERS Your Job Description includes Operation of Modeling and 2D Drafting, Planning & Estimation. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

JEGAN J  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg


Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

KESAWAVARMAN R  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

KISHOR D  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

MOHAMED IMRAN J  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Design Engineer of our current project undergoing on DESMAAN PRIVATE LIMITED. Your Job Description includes Operation of Modeling & 2D Digitalization with GD&T. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager



24.05.2022

Letter of Appointment

To

PRABAKARAN A  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

pragadheshwaran r  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg


Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of HVAC Engineer of our current project undergoing on ARCTIC CONFORT ENGINEERS. Your Job Description includes Operation of Modeling & 2D Drafting, Planning & Estimation. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

PRASANNA R  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

Ramkumar.R  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of HVAC Engineer of our current project undergoing on ARCTIC CONFORT ENGINEERS. Your Job Description includes Operation of Modeling & 2D Drafting, Planning & Estimation. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

Documents to be submitted:

- Course Completed Certificate
- Aadhar Card
- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

RETHINAKUMAR G  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Aadhar Card
- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

SANTHOSH.A  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of HVAC Engineer of our current project undergoing on ARCTIC CONFORT ENGINEERS. Your Job Description includes Operation of Modeling & 2D Drafting, Planning & Estimation. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

SELLAKUMARAN.D.S  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of HVAC Engineer of our current project undergoing on ARCTIC CONFORT ENGINEERS. Your Job Description includes Operation of Modeling & 2D Drafting, Planning & Estimation. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Aadhar Card
- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

Letter of Appointment

To

SIDDHARTHAN S  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Design Engineer of our current project undergoing on DESMAAN PRIVATE LIMITED. Your Job Description includes Operation of Modeling & 2D Digitalization with GD&T. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

Documents to be submitted:

- Course Completed Certificate
- Aadhar Card
- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager



24.05.2022

**Letter of Appointment**

To

HARI PRASATH T  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

Documents to be submitted:

- Course Completed Certificate
- Aadhar Card
- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

THIYAGESH K  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam:

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Design Engineer of our current project undergoing on DESMAAN PRIVATE LIMITED. Your Job Description includes Operation of Modeling & 2D Digitalization with GD&T. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

VIMALRAJ P  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg


Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Aadhar Card
- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

VINITH KUMAR K  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Bank Passbook
- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

VINO AKALAIVIN A  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Graduate Engineer Trainee (GET) of our current project. Your Job Description includes Operation of Production / Maintenance & Digitalization. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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For Pumo Technovation (IND) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

VINOTHKUMAR P  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of Design Engineer of our current project undergoing on DESMAAN PRIVATE LIMITED. Your Job Description includes Operation of Modeling & 2D Digitalization with GD&T. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager

24.05.2022

**Letter of Appointment**

To

viswanathan v  
E.G.S Pillay Engineering College,  
Dept of Mechanical Engineering,  
Nagapattinam.

SUB: Letter of Appointment – reg

Dear Candidate,

On behalf of the Campus Drive on 20.05.2022 I am pleased to offer you the position of HVAC Engineer of our current project undergoing on ARCTIC CONFORT ENGINEERS. Your Job Description includes Operation of Modeling & 2D Drafting, Planning & Estimation. First six months from Date of Joining will be the probation period. On successful completion of One year Promotion or location Change with Salary Increment will be done. On obtaining Course completed certificate submit the below mentioned documents in our office and get the details of plant you are employed. A general interview might be conducted at the plant but it will not affect the offer letter issued.

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- Course Completed Certificate
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- Passport Size Photos 2 Nos

For Pumo Technovation (IND ) Pvt Ltd



Manoj KRN  
Corporate Projects Manager



SHIRIKSHI ELECTRONICS PVT. LTD  
S. Kailash (ceo) - D. Vignesh Raj(ceo)  
49, IHFD Nagar, Keelkattalai, Chennai- 600117  
Contact: 8870741997 | Email: vigneshraj@shirikshielectronics.com

## OFFER OF EMPLOYMENT

ABIRAMI K

E.G.S. Pillay Engineering College, Nagapattinam

Dear ABIRAMI K,

With reference to the on-campus interview, we are pleased to offer you the post of **Junior Engineer** in our company.

The detailed appointment order will be given to you at the time of joining. You have to join before **07/07/2022** otherwise this offer will stand withdrawn automatically. You will be paid salary of **Rs. 1.8 Lakhs Per Annum**.

You are requested to bring the following documents at the time of joining

- Education certificates
- Three passport size photo
- Photocopy of any one identity proof (Aadhar card, Driving License, Passport)
- Photocopy of PAN card

Please send us an email confirming the receipt of this offer letter as a token of acceptance of this offer.

I would like to take this opportunity to wish you a successful career with us.

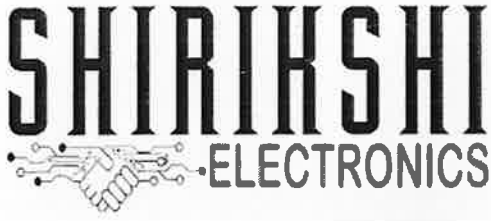
Offer ID - SE-EGS/2022-3604

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Vignesh Raj', is written over a faint, light-colored watermark of a circuit board.

Mr. D.Vignesh Raj,  
Sr Executive Talent Management HR  
[28/04/2022]





SHIRIKSHI ELECTRONICS PVT. LTD  
S. Kailash (ceo) - D. Vignesh Raj(ceo)  
49, IHFD Nagar, Keelkattalai, Chennai- 600117  
Contact: 8870741997 | Email: vigneshraj@shirikshielectronics.com

## OFFER OF EMPLOYMENT

RAJESH T

E.G.S. Pillay Engineering College, Nagapattinam

Dear RAJESH T,

With reference to the on-campus interview, we are pleased to offer you the post of **Junior Engineer** in our company.

The detailed appointment order will be given to you at the time of joining. You have to join before **07/07/2022** otherwise this offer will stand withdrawn automatically. You will be paid salary of **Rs. 1.8 Lakhs Per Annum**.

You are requested to bring the following documents at the time of joining

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- Three passport size photo
- Photocopy of any one identity proof (Aadhar card, Driving License, Passport)
- Photocopy of PAN card

Please send us an email confirming the receipt of this offer letter as a token of acceptance of this offer.

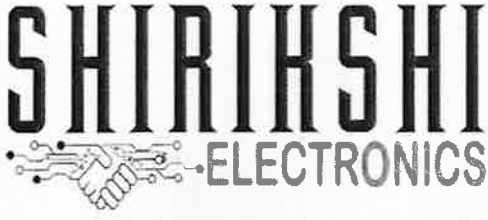
I would like to take this opportunity to wish you a successful career with us.

Offer ID - SE-EGS/2022-3605

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Vignesh Raj'.

Mr. D.Vignesh Raj,  
Sr Executive Talent Management HR  
[28/04/2022]



SHIRIKSHI ELECTRONICS PVT. LTD  
S. Kailash (ceo) - D. Vignesh Raj(ceo)  
49, IHFD Nagar, Keelkattalai, Chennai- 600117  
Contact: 8870741997 | Email: vigneshraj@shirikshielectronics.com

## OFFER OF EMPLOYMENT

SIVA SHANMUGAM .R R

E.G.S. Pillay Engineering College, Nagapattinam

Dear SIVA SHANMUGAM .R R,

With reference to the on-campus interview, we are pleased to offer you the post of **Junior Engineer** in our company.

The detailed appointment order will be given to you at the time of joining. You have to join before **07/07/2022** otherwise this offer will stand withdrawn automatically. You will be paid salary of **Rs. 1.8 Lakhs Per Annum**.

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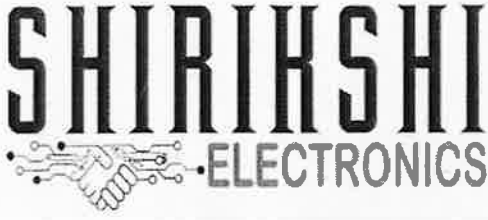
Please send us an email confirming the receipt of this offer letter as a token of acceptance of this offer.

I would like to take this opportunity to wish you a successful career with us.

Offer ID - SE-EGS/2022-3599

Sincerely,

Mr. D.Vignesh Raj,  
Sr Executive Talent Management HR  
[28/04/2022]



SHIRIKSHI ELECTRONICS PVT. LTD  
S. Kailash (ceo) - D. Vignesh Raj(ceo)  
49,IHFD Nagar, Keelkattalai, Chennai- 600117  
Contact: 8870741997 | Email: vigneshraj@shirikshielectronics.com

## OFFER OF EMPLOYMENT

AARTHI B

E.G.S. Pillay Engineering College, Nagapattinam

**Dear AARTHI B,**

With reference to the on-campus interview, we are pleased to offer you the post of **Junior Engineer** in our company.

The detailed appointment order will be given to you at the time of joining. You have to join before **07/07/2022** otherwise this offer will stand withdrawn automatically. You will be paid salary of **Rs. 1.8 Lakhs Per Annum.**

You are requested to bring the following documents at the time of joining

- Education certificates
- Three passport size photo
- Photocopy of any one identity proof (Aadhar card, Driving License, Passport)
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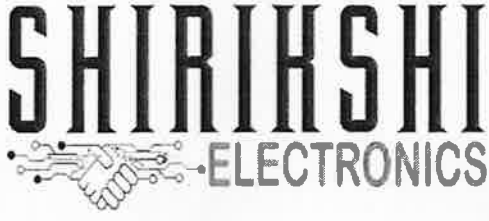
Please send us an email confirming the receipt of this offer letter as a token of acceptance of this offer.

I would like to take this opportunity to wish you a successful career with us.

**Offer ID - SE-EGS/2022-3600**

Sincerely,

**Mr. D.Vignesh Raj,**  
**Sr Executive Talent Management HR**  
**[28/04/2022]**



SHIRIKSHI ELECTRONICS PVT. LTD  
S. Kailash (ceo) - D. Vignesh Raj(ceo)  
49,IHFD Nagar, Keelkattalai, Chennai- 600117  
Contact: 8870741997 | Email: vigneshraj@shirikshielectronics.com

## OFFER OF EMPLOYMENT

GNANAPRAKASAM S

E.G.S. Pillay Engineering College, Nagapattinam

**Dear GNANAPRAKASAM S,**

With reference to the on-campus interview, we are pleased to offer you the post of **Junior Engineer** in our company.

The detailed appointment order will be given to you at the time of joining. You have to join before **07/07/2022** otherwise this offer will stand withdrawn automatically. You will be paid salary of **Rs. 1.8 Lakhs Per Annum.**

You are requested to bring the following documents at the time of joining

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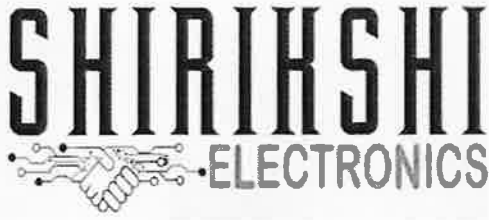
Please send us an email confirming the receipt of this offer letter as a token of acceptance of this offer.

I would like to take this opportunity to wish you a successful career with us.

**Offer ID - SE-EGS/2022-3601**

Sincerely,

**Mr. D.Vignesh Raj,**  
**Sr Executive Talent Management HR**  
**[28/04/2022]**



SHIRIKSHI ELECTRONICS PVT. LTD  
S. Kailash (ceo) - D. Vignesh Raj(ceo)  
49, IHFD Nagar, Keelkattalai, Chennai- 600117  
Contact: 8870741997 | Email: vigneshraj@shirikshielectronics.com

## OFFER OF EMPLOYMENT

OVIYA R

E.G.S. Pillay Engineering College, Nagapattinam

**Dear OVIYA R,**

With reference to the on-campus interview, we are pleased to offer you the post of **Junior Engineer** in our company.

The detailed appointment order will be given to you at the time of joining. You have to join before **07/07/2022** otherwise this offer will stand withdrawn automatically. You will be paid salary of **Rs. 1.8 Lakhs Per Annum.**

You are requested to bring the following documents at the time of joining

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- Photocopy of PAN card

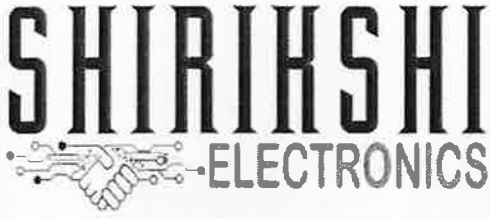
Please send us an email confirming the receipt of this offer letter as a token of acceptance of this offer.

I would like to take this opportunity to wish you a successful career with us.

**Offer ID - SE-EGS/2022-3602**

**Sincerely,**

**Mr. D.Vignesh Raj,**  
**Sr Executive Talent Management HR**  
**[28/04/2022]**



SHIRIKSHI ELECTRONICS PVT. LTD  
S. Kailash (ceo) - D. Vignesh Raj(ceo)  
49, IHFD Nagar, Keelkattalai, Chennai- 600117  
Contact: 8870741997 | Email: vigneshraj@shirikshielectronics.com

## OFFER OF EMPLOYMENT

SELLAMUTHU M

E.G.S. Pillay Engineering College, Nagapattinam

**Dear SELLAMUTHU M,**

With reference to the on-campus interview, we are pleased to offer you the post of **Junior Engineer** in our company.

The detailed appointment order will be given to you at the time of joining. You have to join before **07/07/2022** otherwise this offer will stand withdrawn automatically. You will be paid salary of **Rs. 1.8 Lakhs Per Annum**.

You are requested to bring the following documents at the time of joining

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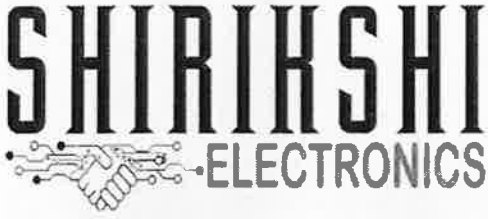
Please send us an email confirming the receipt of this offer letter as a token of acceptance of this offer.

I would like to take this opportunity to wish you a successful career with us.

**Offer ID - SE-EGS/2022-3603**

Sincerely,

**Mr. D.Vignesh Raj,**  
**Sr Executive Talent Management HR**  
**[28/04/2022]**



SHIRIKSHI ELECTRONICS PVT. LTD  
S. Kailash (ceo) - D. Vignesh Raj(ceo)  
49,IHFD Nagar, Keelkattalai, Chennai- 600117  
Contact: 8870741997 | Email: vigneshraj@shirikshielectronics.com

## OFFER OF EMPLOYMENT

Prem P

E.G.S. Pillay Engineering College, Nagapattinam

**Dear Prem P,**

With reference to the on-campus interview, we are pleased to offer you the post of **Junior Engineer** in our company.

The detailed appointment order will be given to you at the time of joining. You have to join before **07/07/2022** otherwise this offer will stand withdrawn automatically. You will be paid salary of **Rs. 1.8 Lakhs Per Annum.**

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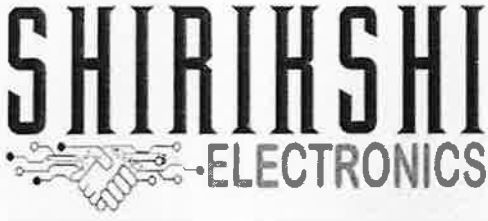
Please send us an email confirming the receipt of this offer letter as a token of acceptance of this offer.

I would like to take this opportunity to wish you a successful career with us.

**Offer ID - SE-EGS/2022-3597**

**Sincerely,**

**Mr. D.Vignesh Raj,**  
**Sr Executive Talent Management HR**  
**[28/04/2022]**



SHIRIKSHI ELECTRONICS PVT. LTD  
S. Kailash (ceo) - D. Vignesh Raj(ceo)  
49,IHFD Nagar, Keelkattalai, Chennai- 600117  
Contact: 8870741997 | Email: vigneshraj@shirikshielectronics.com

## OFFER OF EMPLOYMENT

Suriyaprakash M

E.G.S. Pillay Engineering College, Nagapattinam

Dear Suriyaprakash M,

With reference to the on-campus interview, we are pleased to offer you the post of **Junior Engineer** in our company.

The detailed appointment order will be given to you at the time of joining. You have to join before **07/07/2022** otherwise this offer will stand withdrawn automatically. You will be paid salary of **Rs. 1.8 Lakhs Per Annum.**

You are requested to bring the following documents at the time of joining

- Education certificates
- Three passport size photo
- Photocopy of any one identity proof (Aadhar card, Driving License, Passport)
- Photocopy of PAN card

Please send us an email confirming the receipt of this offer letter as a token of acceptance of this offer.

I would like to take this opportunity to wish you a successful career with us.

Offer ID - SE-EGS/2022-3598

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Vignesh Raj'.

Mr. D.Vignesh Raj,  
Sr Executive Talent Management HR  
[28/04/2022]





Suraj Plaza,  
172 Bis, Bharathiar Street,  
Varichikudy, Karaikal 609609  
www.tinisoft.in

## Offer and Appointment Letter

Mr. Aravinth M,  
2/76 North street, Vadakku Poigainallur,  
Nagapattinam, Tamilnadu - 611106

Dear Candidate,

Congratulations! With reference to your application and subsequent interview, we are pleased to inform you that you have been selected for the role of **Junior Engineer** in our startup **TINISOFT**.

We take this opportunity to thank & appreciate your decision to join TINISOFT. You are requested to join us on July 4th, 2022.

You will be on probation for a period of 6 months from the date of your joining and for this duration you will be paid a salary of **15k per month**, totalling CTC per annum would be **1.8Lakhs**.

On the date of joining, you would be required to furnish photocopies of the original documents and along with original documents for the verification

- SSLC certificate
- HSC certificate
- Bachelor degree - Marksheet and provisional / degree certificate
- Master degree - Marksheet and provisional / degree certificate
- Bank account details
- PAN Card
- Some identity proof (Voter id/ Aadhaar card)

### Terms and conditions

#### 1. **Work Location :**

You will be working from the Karaikal office, unless there is a written permission given by the administration, there will be no Work From Home option available.

## **2. Increments and promotions**

Based on your performance every 6 months your salary will be revised. There is n't a constant factor of increment and there won't be a limit as well.

## **3. Notice Period/ Separation**

There has to be 2 months of written notice period from both the parties (the employer or the employee) decides to terminate /separate from the company.

## **4. Agreements**

You will be required to sign any additional agreements as when needed, based on the projects you will be working on in the future.

## **5. Working Hours**

- You are expected to work from 9am to 6pm, with a one hour lunch break and 30 minutes of break.
- Working days are Monday through Friday. Saturday and Sunday are holidays.
- You will be allowed to take 12 earned leaves per calendar year and the company will follow state public holidays.

## **6. Confidentiality & Intellectual property**

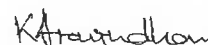
Any data, intellectual property you come across during your employment in TINISOFT is considered confidential and without any written permission you are not allowed to share any of that information outside the organisation.

Any intellectual contribution you make during employment falls under ownership of the founders of TINISOFT, and you are paid the same as part of salary. You cannot claim that as of yours.

7. You agree not to undertake employment whether full time or part time, as the Director/Partner/member/employee of any other organisation or entity engaged in any form of business activity without the consent of TINISOFT while employed by us.

## **8. Workplace ethics**

- Dress neat
- Treat peers with respect
- When you have any issues please reach out to your supervisor.



Employee Signature  
(ARAVINTH M)

Founder, TINISOFT.

OLI/2022/1827

21-Mar-2022

**BAVADHARANI.I**

**BE CSE**

**E.G.S. Pillay Engineering College - Nagapattinam**

---

Dear BAVADHARANI.I

### **Congratulations!**

Further to our Offer of Appointment for the position of Associate Developer and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for a **period of 3 months, starting 4<sup>th</sup> April 2022.**

During this internship period, you will be provided with a stipend of **INR 15,000** per month. It will be paid every month after the applicable Tax Deduction at Source (TDS).

The Internship is a pre-requisite skill development program offered by VINSINFO only for the campus recruits. The successful completion of internship will form a critical part of your employment with VINSINFO. You will have to sign up the minimum service agreement while joining the rolls of VINSINFO as per your Offer Letter.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions and hands on exercises. There will also be series of discussions, quizzes, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship will be monitored through assessments.

### Internship Terms & Policy

- ✓ The Internship work timings will be for 9 hours per day (9am to 6pm) from Monday through Friday
- ✓ You will be required to attend the internship at the below address  
VINSINFO PRIVATE LIMITED  
Nisha Anand Complex  
#80/96 Chamiers Road,  
Teynampet, Chennai – 600018.
- ✓ Interns are covered under VINSINFO calendar holidays, and you would need to adhere with minimum attendance requirements. Prior request and approvals are must towards any unavoidable leave or break during the internship program.
- ✓ You will be provided minimum leave for your academic requirements such as exams / assessments / project review / project viva. with a request e-mail approval from your college.
- ✓ You are expected to complete the theory exams and project work as per schedule to join the rolls of VINSINFO.



EGS Pillay Group of Institutions Nagapattinam &lt;ceo@egspec.org&gt;

**EGS Pilli shortlisted candidates list (Nagapattinam)**

1 message

Hr Tjr &lt;hrtjr@muthootgroup.com&gt;

Tue, May 24, 2022 at 5:59 PM

To: placement@egspasc.org

Cc: Rmtjr &lt;rmtjr@muthootgroup.com&gt;, Ramtjr &lt;ramtjr@muthootgroup.com&gt;, Tjr &lt;tjr@muthootgroup.com&gt;, EGS Pillay Engineering College &lt;ceo@egspec.org&gt;, mohamed.naina4@gmail.com, Selection Blr &lt;selectionblr@muthootgroup.com&gt;, Shaju Mathew &lt;shaju.m@muthootgroup.com&gt;

Dear Sir

As discussed earlier, Here below I have below mentioned your required details.

S No	Name	Contact No	Work location	Designation	CTC Salary	Date of Joining	Interview conducted date
1	Ramkumar R	7708647488	Porayar	Probationary Officer	14900	01.06.2022	04.05.2022
2	Srisubramaniyan M	8778402281	Mayiladuthurai	Probationary Officer	14900	01.06.2022	04.05.2022
3	Vignesh P	8870575407	Mannargudi	Probationary Officer	14900	01.06.2022	04.05.2022

EGS Pillai college students are well knowledgeable and smart. They are fit for our organisation process, it will continue next batch and also kindly arrange UG students for on campus drive and let me know ASAP.

--

Regards  
Rabin Raja Singh  
Regional HR  
Thanjavur-042  
8144944345

This e-mail and any files transmitted with it are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies and the original message. Any unauthorized review, use, disclosure, dissemination, forwarding, printing or copying of this email or any action taken in reliance on this e-mail is strictly prohibited and may be unlawful. The recipient acknowledges that Muthoot Finance Ltd or its subsidiaries and associated companies (collectively "The Muthoot Group"), are unable to exercise control or ensure or guarantee the integrity of/over the contents of the information contained in e-mail transmissions and further acknowledges that any views expressed in this message are those of the individual sender and no binding nature of the message shall be implied or assumed unless the sender does so expressly with due authority of Muthoot Finance Ltd. Before opening any attachments please check them for viruses and defects. Virus Warning: Although the company has taken reasonable precautions to ensure no viruses are present in this email. The company cannot accept responsibility for any loss or damage arising from the use of this email or attachment.

## EMPLOYMENT OFFER LETTER

Cappgemini Ref: 5777062 /1245503,  
04/24/2022.  
Arul Arokiam Milton Gregory  
No.2/146, Sivasakthi Nagar, Parankinallur South, Ivanallur, Nagapattinam, Tamil Nadu - 611106,

Nagapattinam ,Tamil Nadu ,  
India.

Confidential

Dear Arul Arokiam Milton Gregory ,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Cappgemini Technology Services India Limited ('Cappgemini' or 'Company') starting from 04/28/2022 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Associate /A2

B) You will be required to work at the Company's offices in location Trichy IN

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 174662/- ( Rupees One Lakh Seventy Four Thousand Six Hundred and Sixty Two only only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

The breakup of your all-inclusive annual target compensation given in Exhibit 2

D) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Cappgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

**NOTE:**

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

E) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.

2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.

3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.

4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.

5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) A. Retention Bonus and will be fully taxable. This amount is fully recoverable if you leave the organization within 12 months from date of PAYOUT. INR. 25,000/- (Rupees Twenty Five Thousand Only) from the date of joining you would be entitled to receive a retention bonus of two years - On successful completion of

B. Joining Bonus- Not Applicable

C. Notice period buy Out : Not Applicable

D. Relocation- Not Applicable

G) Probationary Period:

1. from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration. six months You will be on probation for a period of

2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

I) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

a. You will submit relevant documents as mandated by the Company;

b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;

c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;

d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.

- e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
  - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
  - g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
  - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J) attached hereto. Exhibit 1 Your employment with the Company will also be governed by the terms and conditions of employment contained in

K) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,  
Brigade Metropolis, Summit – Tower 'A',  
73/1, Garudacharpalya, Mahadevapura Post,  
Whitefield Main Road,  
Bangalore – 560048

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Caggemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Caggemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Caggemini Technology Services India Limited



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Aarti Srivastava

Head of HR - Business Services

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter "Letter") and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Caggemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Arul Arokiam Milton Gregory

Date: 04/24/2022





22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear AAKASH A,

Offer No.: MCS/2022/319

In reference to your interview we are glad to inform you that you have been selected for the position of software Engineer in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.70 Lakhs/- Annum
Other Benefits	Food, Transportation, Insurance and Other Perks
Job Role	Trainee
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear SANTHIYA L,

Offer No.: MCS/2022/320

In reference to your interview we are glad to inform you that you have been selected for the position of software Engineer in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.70 Lakhs/- Annum
Other Benefits	Food, Transportation, Insurance and Other Perks
Job Role	Trainee
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear VARUN KUMAR K,

Offer No.: MCS/2022/321

In reference to your interview we are glad to inform you that you have been selected for the position of software Engineer in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.70 Lakhs/- Annum
Other Benefits	Food, Transportation, Insurance and Other Perks
Job Role	Trainee
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear AKALYA L,

Offer No.: MCS/2022/322

In reference to your interview we are glad to inform you that you have been selected for the position of software Engineer in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.70 Lakhs/- Annum
Other Benefits	Food, Transportation, Insurance and Other Perks
Job Role	Trainee
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear HENCY SOWMIYA C,

Offer No.: MCS/2022/323

In reference to your interview we are glad to inform you that you have been selected for the position of software Engineer in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.70 Lakhs/- Annum
Other Benefits	Food, Transportation, Insurance and Other Perks
Job Role	Trainee
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear PRATHEESHA E,

Offer No.: MCS/2022/324

In reference to your interview we are glad to inform you that you have been selected for the position of software Engineer in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.70 Lakhs/- Annum
Other Benefits	Food, Transportation, Insurance and Other Perks
Job Role	Trainee
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear SANTHOSH R,

Offer No.: MCS/2022/325

In reference to your interview we are glad to inform you that you have been selected for the position of software Engineer in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.70 Lakhs/- Annum
Other Benefits	Food, Transportation, Insurance and Other Perks
Job Role	Trainee
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear SHANMUGARAJ T,

Offer No.: MCS/2022/326

In reference to your interview we are glad to inform you that you have been selected for the position of software Engineer in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.70 Lakhs/- Annum
Other Benefits	Food, Transportation, Insurance and Other Perks
Job Role	Trainee
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager





22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear AARTHI S,

Offer No.: MCS/2022/314

In reference to your interview we are glad to inform you that you have been selected for the position of software Engineer in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.70 Lakhs/- Annum
Other Benefits	Food, Transportation, Insurance and Other Perks
Job Role	Trainee
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear DHANUSRI S,

Offer No.: MCS/2022/315

In reference to your interview we are glad to inform you that you have been selected for the position of software Engineer in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.70 Lakhs/- Annum
Other Benefits	Food, Transportation, Insurance and Other Perks
Job Role	Trainee
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear KUMARAN J,

Offer No.: MCS/2022/316

In reference to your interview we are glad to inform you that you have been selected for the position of software Engineer in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.70 Lakhs/- Annum
Other Benefits	Food, Transportation, Insurance and Other Perks
Job Role	Trainee
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear PRADEEP T,

Offer No.: MCS/2022/317

In reference to your interview we are glad to inform you that you have been selected for the position of software Engineer in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.70 Lakhs/- Annum
Other Benefits	Food, Transportation, Insurance and Other Perks
Job Role	Trainee
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear SIMSON A,

Offer No.: MCS/2022/318

In reference to your interview we are glad to inform you that you have been selected for the position of software Engineer in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.70 Lakhs/- Annum
Other Benefits	Food, Transportation, Insurance and Other Perks
Job Role	Trainee
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear **MOHAMED YASAR D,**

Offer No.: MCS/2022/327

In reference to your interview we are glad to inform you that you have been selected for the position of software Engineer in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.70 Lakhs/- Annum
Other Benefits	Food, Transportation, Insurance and Other Perks
Job Role	Trainee
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



22, B -Block C, Nehru Nagar, Trichy  
Email: arathana@mirchicomputersolutions.com

05.02.2022

Dear **SRIDEVI R**,

Offer No.: MCS/2022/328

In reference to your interview we are glad to inform you that you have been selected for the position of software Engineer in our esteemed organization at our Trichy branch.

Details of employment are as below:

Particulars	Details
Employment Type	Full time
CTC	Rs.1.70 Lakhs/- Annum
Other Benefits	Food, Transportation, Insurance and Other Perks
Job Role	Trainee
Reporting Date	03.06.2022
Reporting Time	08.00 a.m.

**Terms & Conditions:**

1. Working 6 days a week, 8 hours per day as per labor law
2. Food and transportation will be provided by the company
3. Period of contract will be 2 years
4. Accommodation allowance is inclusive in the salary (if needed)

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided.

We look forward to a long-lasting relationship ahead.

Thank you.

**Suresh Kumar**  
HR manager



HR/Offer Letter/Mar-2022

March 28,2022

**Ms.Sasireha S**

No.1/94, Main Road,

Adhinagudi,

Thirumarugal Post

**Nagapattinam District-**  
**609702**

**Ms.Sasireha S,**

**Sub: Offer of Appointment**

---

We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Junior Analyst Trainee**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **28-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time in line with the compensation policy and practices of the company.

This offer and your employment with Mobius is contingent on your satisfactory completion of all verification and or background / reference checks, which may occur at any time prior to after your effect joining date. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

**Mobius365 Data Services Pvt. Ltd**

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348

CIN.U72900TZ2014PTC021677

Website: [www.mobius365.com](http://www.mobius365.com)



**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	<b>Sasireha S</b>	<b>Exp.D.O.J</b>	<b>28-Mar-22</b>
<b>Designation</b>	<b>Junior Analyst Trainee</b>	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,468	1,13,616
1.2	House Rent Allowance	3,200	38,400
1.3	Festival Bonus	789	9,468
<b>Gross Monthly Fixed Salary &amp; Benefits</b>		13,458	1,61,496
<b>2.Employer Contribution</b>			
2.1	ESI	437	5,244
2.2	Gratuity*	455	5,460
<b>Cost to Company</b>		14,350	1,72,200

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.



HR/Offer Letter/Mar-2022

March 28,2022

**Ms.Jothika K**

No.1/21, Main Road,

Ambal Nagai Taluk

**Nagapattinam District-**  
**609503**

**Ms.Jothika K,**

**Sub: Offer of Appointment**

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We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Junior Analyst Trainee**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **28-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

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**Mobius365 Data Services Pvt. Ltd**

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348

CIN.U72900TZ2014PTC021677

Website: [www.mobius365.com](http://www.mobius365.com)



**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	Jothika K	<b>Exp.D.O.J</b>	<b>28-Mar-22</b>
<b>Designation</b>	Junior Analyst Trainee	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,468	1,13,616
1.2	House Rent Allowance	3,200	38,400
1.3	Festival Bonus	789	9,468
<b>Gross Monthly Fixed Salary &amp; Benefits</b>		13,458	1,61,496
<b>2.Employer Contribution</b>			
2.1	ESI	437	5,244
2.2	Gratuity*	455	5,460
<b>Cost to Company</b>		14,350	1,72,200

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.

**Mobius365 Data Services Pvt. Ltd**

#116B, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348

CIN.U72900TZ2014PTC021677

Website: www.mobius365.com



HR/Offer Letter/Mar-2022

March 28,2022

**Ms.Pavithra M**

No.1/255-1, North Street,  
Sikkal Post,  
Sangamangalam

**Nagapattinam District-**  
**611108**

**Ms.Pavithra M,**

**Sub: Offer of Appointment**

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We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Junior Analyst Trainee**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **28-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

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**Mobius365 Data Services Pvt. Ltd**

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348

CIN.U72900TZ2014PTC021677

Website: [www.mobius365.com](http://www.mobius365.com)



**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	<b>Pavithra M</b>	<b>Exp.D.O.J</b>	<b>28-Mar-22</b>
<b>Designation</b>	<b>Junior Analyst Trainee</b>	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,468	1,13,616
1.2	House Rent Allowance	3,200	38,400
1.3	Festival Bonus	789	9,468
	<b>Gross Monthly Fixed Salary &amp; Benefits</b>	13,458	1,61,496
<b>2.Employer Contribution</b>			
2.1	ESI	437	5,244
2.2	Gratuity*	455	5,460
	<b>Cost to Company</b>	14,350	1,72,200

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.



HR/Offer Letter/Mar-2022

March 28,2022

**Ms.Subashini R**

No.1/36, Main Road,  
Sembatbaniruppu Post,  
Sirkali Taluk

**Mayiladuthurai District-**  
**609109**

Ms.**Subashini R,**

Sub: **Offer of Appointment**

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We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Junior Analyst Trainee**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **28-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

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**Mobius365 Data Services Pvt. Ltd**

#116B, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348

CIN.U72900TZ2014PTC021677

Website: [www.mobius365.com](http://www.mobius365.com)



**Annexure-I**

<b>Compensation &amp; Benefits</b>			
<b>Name</b>	<b>Subashini R</b>	<b>Exp.D.O.J</b>	<b>28-Mar-22</b>
<b>Designation</b>	<b>Junior Analyst Trainee</b>	<b>Band &amp; Level</b>	<b>B1L1</b>
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,468	1,13,616
1.2	House Rent Allowance	3,200	38,400
1.3	Festival Bonus	789	9,468
	<b>Gross Monthly Fixed Salary &amp; Benefits</b>	13,458	1,61,496
<b>2.Employer Contribution</b>			
2.1	ESI	437	5,244
2.2	Gratuity*	455	5,460
	<b>Cost to Company</b>	14,350	1,72,200

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.

**Mobius365 Data Services Pvt. Ltd**

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348 CIN.U72900TZ2014PTC021677 Website: www.mobius365.com



HR/Offer Letter/Mar-2022

March 28,2022

**Ms.Tamilarasi R**

No.3/247, Azhwarapan  
Street,

Thiyagaraja Nagar,

Vilamal

**Thiruvarur District-**  
**610004**

**Ms.Tamilarasi R,**

**Sub: Offer of Appointment**

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We thank you for exploring career opportunities with Mobius365 Data Services Pvt Ltd.

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Junior Analyst Trainee**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius365 Data Services Pvt Ltd. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **28-Mar-22** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

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**Mobius365 Data Services Pvt. Ltd**

#116B, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348

CIN.U72900TZ2014PTC021677

Website: [www.mobius365.com](http://www.mobius365.com)





### Annexure-I

Compensation & Benefits			
Name	Tamilarasi R	Exp.D.O.J	28-Mar-22
Designation	Junior Analyst Trainee	Band & Level	B1L1
<b>1.Fixed Salary</b>		<b>Per Month(INR)</b>	<b>Per Annum(INR)</b>
1.1	Basic	9,468	1,13,616
1.2	House Rent Allowance	3,200	38,400
1.3	Festival Bonus	789	9,468
<b>Gross Monthly Fixed Salary &amp; Benefits</b>		13,458	1,61,496
<b>2.Employer Contribution</b>			
2.1	ESI	437	5,244
2.2	Gratuity*	455	5,460
<b>Cost to Company</b>		14,350	1,72,200

\*\*Employer PF and Employee PF will be contributed by the government as per the Atmanirbhar scheme.

\* Payment of Gratuity shall be as per The Payment of Gratuity Act.

### Mobius365 Data Services Pvt. Ltd

#1168, Samsurya Towers, Avinashi Road, P.N.Palayam, Coimbatore 641 037

Tel: +91 422 2240 348

CIN.U72900TZ2014PTC021677

Website: www.mobius365.com



Date: 01.09.2021

## **OFFER LETTER**

Dear **Gowrisankar P.**,

**Priyan Builders** is offering you a role as a Site Engineer.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- **Offer ID** (for further reference): EGS/2022/2190
- **Position:** You will be working as a **Site Engineer** and reporting to the HR Manager, Nagapattinam Branch.
- **Working hours:** Your working hours will vary time to time as per our client requirements.
- **Compensation:** Your salary will be **Rs.1.68 LPA.**
- **Benefits:** As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For **Priyan Builders**

**Er. Tamil Priyan**  
Consulting Civil Engineer,  
Municipal Licensed Surveyor.

*No. 18, First Floor, Sir Ahamed Sreet (Near Anna Selai)  
Nagapattinam – 611001 e-mail: priyanbuilders@gmail.com*



Date: 01.09.2021

## **OFFER LETTER**

Dear **Sajid Ahmad Khan**,

**Priyan Builders** is offering you a role as a Site Engineer.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- **Offer ID** (for further reference): EGS/2022/2191
- **Position:** You will be working as a **Site Engineer** and reporting to the HR Manager, Nagapattinam Branch.
- **Working hours:** Your working hours will vary time to time as per our client requirements.
- **Compensation:** Your salary will be **Rs.1.68 LPA**.
- **Benefits:** As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For **Priyan Builders**

**Er. Tamil Priyan**  
Consulting Civil Engineer,  
Municipal Licensed Surveyor.

*No. 18, First Floor, Sir Ahamed Sreet (Near Anna Selai)  
Nagapattinam – 611001 e-mail: priyanbuilders@gmail.com*



Date: 01.09.2021

## **OFFER LETTER**

Dear **Anbukumar M,**

**Priyan Builders** is offering you a role as a Site Engineer.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- **Offer ID** (for further reference): EGS/2022/2192
- **Position:** You will be working as a **Site Engineer** and reporting to the HR Manager, Nagapattinam Branch.
- **Working hours:** Your working hours will vary time to time as per our client requirements.
- **Compensation:** Your salary will be **Rs.1.68 LPA.**
- **Benefits:** As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For **Priyan Builders**

**Er. Tamil Priyan**  
Consulting Civil Engineer,  
Municipal Licensed Surveyor.

*No. 18, First Floor, Sir Ahamed Sreet (Near Anna Selai)  
Nagapattinam – 611001 e-mail: priyanbuilders@gmail.com*



Date: 01.09.2021

## **OFFER LETTER**

Dear **Devasri C,**

**Priyan Builders** is offering you a role as a Site Engineer.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- **Offer ID** (for further reference): EGS/2022/2193
- **Position:** You will be working as a **Site Engineer** and reporting to the HR Manager, Nagapattinam Branch.
- **Working hours:** Your working hours will vary time to time as per our client requirements.
- **Compensation:** Your salary will be **Rs.1.68 LPA.**
- **Benefits:** As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For **Priyan Builders**

**Er. Tamil Priyan**  
Consulting Civil Engineer,  
Municipal Licensed Surveyor.

*No. 18, First Floor, Sir Ahamed Sreet (Near Anna Selai)  
Nagapattinam – 611001 e-mail: priyanbuilders@gmail.com*



Date: 01.09.2021

## **OFFER LETTER**

Dear **Kowsalya S,**

**Priyan Builders** is offering you a role as a Site Engineer.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- **Offer ID** (for further reference): EGS/2022/2194
- **Position:** You will be working as a **Site Engineer** and reporting to the HR Manager, Nagapattinam Branch.
- **Working hours:** Your working hours will vary time to time as per our client requirements.
- **Compensation:** Your salary will be **Rs.1.68 LPA.**
- **Benefits:** As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For **Priyan Builders**

**Er. Tamil Priyan**  
Consulting Civil Engineer,  
Municipal Licensed Surveyor.

*No. 18, First Floor, Sir Ahamed Sreet (Near Anna Selai)  
Nagapattinam – 611001 e-mail: priyanbuilders@gmail.com*



Date: 01.09.2021

## **OFFER LETTER**

Dear **Md Fahad F,**

**Priyan Builders** is offering you a role as a **Site Engineer**.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- **Offer ID** (for further reference): EGS/2022/2195
- **Position:** You will be working as a **Site Engineer** and reporting to the HR Manager, Nagapattinam Branch.
- **Working hours:** Your working hours will vary time to time as per our client requirements.
- **Compensation:** Your salary will be **Rs.1.68 LPA**.
- **Benefits:** As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For **Priyan Builders**

**Er. Tamil Priyan**  
Consulting Civil Engineer,  
Municipal Licensed Surveyor.

*No. 18, First Floor, Sir Ahamed Sreet (Near Anna Selai)  
Nagapattinam – 611001 e-mail: priyanbuilders@gmail.com*



Date: 01.09.2021

## **OFFER LETTER**

Dear **Subash S**,

**Priyan Builders** is offering you a role as a Site Engineer.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- **Offer ID** (for further reference): EGS/2022/2196
- **Position:** You will be working as a **Site Engineer** and reporting to the HR Manager, Nagapattinam Branch.
- **Working hours:** Your working hours will vary time to time as per our client requirements.
- **Compensation:** Your salary will be **Rs.1.68 LPA**.
- **Benefits:** As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For **Priyan Builders**

**Er. Tamil Priyan**  
Consulting Civil Engineer,  
Municipal Licensed Surveyor.

*No. 18, First Floor, Sir Ahamed Sreet (Near Anna Selai)  
Nagapattinam – 611001 e-mail: priyanbuilders@gmail.com*





Date: 01.09.2021

## **OFFER LETTER**

Dear **Suriya M,**

**Priyan Builders** is offering you a role as a Site Engineer.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- **Offer ID** (for further reference): EGS/2022/2197
- **Position:** You will be working as a **Site Engineer** and reporting to the HR Manager, Nagapattinam Branch.
- **Working hours:** Your working hours will vary time to time as per our client requirements.
- **Compensation:** Your salary will be **Rs.1.68 LPA.**
- **Benefits:** As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For **Priyan Builders**

**Er. Tamil Priyan**  
Consulting Civil Engineer,  
Municipal Licensed Surveyor.

*No. 18, First Floor, Sir Ahamed Sreet (Near Anna Selai)  
Nagapattinam – 611001 e-mail: priyanbuilders@gmail.com*



Date: 01.09.2021

## **OFFER LETTER**

Dear **Harshavardhan T**,

**Priyan Builders** is offering you a role as a Site Engineer.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- **Offer ID** (for further reference): EGS/2022/2198
- **Position:** You will be working as a **Site Engineer** and reporting to the HR Manager, Nagapattinam Branch.
- **Working hours:** Your working hours will vary time to time as per our client requirements.
- **Compensation:** Your salary will be **Rs.1.68 LPA**.
- **Benefits:** As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For **Priyan Builders**

**Er. Tamil Priyan**  
Consulting Civil Engineer,  
Municipal Licensed Surveyor.

*No. 18, First Floor, Sir Ahamed Sreet (Near Anna Selai)  
Nagapattinam – 611001 e-mail: priyanbuilders@gmail.com*



Date: 01.09.2021

## **OFFER LETTER**

Dear Nithesh.N N,

**Priyan Builders** is offering you a role as a Site Engineer.

If you choose to accept our offer, please review the terms and conditions of your new employment contract below:

- **Offer ID** (for further reference): EGS/2022/2199
- **Position:** You will be working as a **Site Engineer** and reporting to the HR Manager, Nagapattinam Branch.
- **Working hours:** Your working hours will vary time to time as per our client requirements.
- **Compensation:** Your salary will be **Rs.1.68 LPA.**
- **Benefits:** As a full-time employee, you will be eligible for free food during the shift hours.

To accept our offer, please sign and date this full-time offer letter as indicated below and email it back to us within a week

Feel free to contact the HR department. If you have any questions, you can reach out to your supervisor directly.

Sincerely,

For **Priyan Builders**

**Er. Tamil Priyan**  
Consulting Civil Engineer,  
Municipal Licensed Surveyor.

*No. 18, First Floor, Sir Ahamed Sreet (Near Anna Selai)  
Nagapattinam – 611001 e-mail: priyanbuilders@gmail.com*



# WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED

CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

WSSEMP/HR/OL-19/2022-23

Dated: Saturday, May 28, 2022

## OFFER LETTER

To,  
**Mr. Siva Dharshan**

This is with Reference to your Application and the Subsequent Interview you had with us:  
We are pleased to Offer you the Position with us a **Trainee – Mobile App Development Engineer**  
and duly **Designated** as “**Junior Mobile App Developer**”

You are requested **to join** our firm **on or before 05/ 06/ 2022** as per our discussion, failing to report on a specified Date leads to consideration of the Offer as Void.

Your Remuneration at the Commencement of your Services would be Total Cost to Company (TCTC) of **Rs.8,000 INR/Per Month**(Taxation is based on Prevailing Tax Laws and based upon which Tax will be Deducted at Source). for first four months during probation period and **14,000 INR/Per Month** (Taxation is based on Prevailing Tax Laws and based upon which Tax will be Deducted at Source). After successful completion of probation period. The details of detailed remuneration will be sent as a separate Letter.

You will be Located at **Nagore**. You will be required to work in with our Client(s) in different Project(s)/ for the purpose of discharging your duties as situation demands.

This offer will be valid till the Completion of Your Assignment in the Project or Completion of this Project or Expiry of Purchase Order.

During the Tenure of your Service, you are bound by Rules, Regulations & Policies of the Company.

+91 9791 38 5660

+91 9025 74 2144

support@wahmisoft.com

426, Main Road, Nagore - 611002, TN, INDIA.

www.wahmisoft.com



## **WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED**

**CIN : U72900TN2017PTC119080**

**TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE**

This offer is Valid Subject to the Authenticity of the Document(s)/ Information provided to us.

We are sure you will make best use of the Offer and Contribute Substantially to the success of our organization and fully justify the confidence placed in you by our management. Wishing you all the Best!


Yours Truly,


Mohamed Ghowdhul Arifeen M

CEO/ Managing Director – Wahmi Softwares & Solutions Private Limited


Email : [mgarifeen@wahmisoft.com](mailto:mgarifeen@wahmisoft.com)

Mobile: +91- 9025742144

 +91 9791 38 5660

 +91 9025 74 2144

 [support@wahmisoft.com](mailto:support@wahmisoft.com)

 426, Main Road, Nagore - 611002, TN, INDIA.

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# WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED

CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

DOCUMENTS TO BE SUBMITTED DURING JOINING FORMALITY		
Sl. #	DOCUMENT(S)	SPECIFICATION(S)
1	Acknowledgement/ Acceptance Copy of Offer Letter	Copy of Acceptance on Offer Letter Signed by Candidate
2	Copies of Educational Qualification(s)	Statement of Mark(s) of SSC/ HSC, Graduation/ P.G. along with Provisional/ Convocational Certificate(s)
3	Copies of Professional Qualification(s)	Engg. Dip., B.E./ B.Tech., M.E./ M.Tech. or M.B.A./ M.C.A.
4	Copies of Technical Certification(s)	Type Writing/ Computing/ Tech'l Training, etc.
5	Copies of Competency Certification(s)	Skills/ Competency Development, etc.
6	Copies of Relieving Letter & Experience Certificate(s) of Previous Employer(s)	Both Document(s) in Combined Form is also accepted/ Acceptance of Resignation by Previous Employer (if former is not available)
7	Copies of Last Three Month(s) Payslip(s) of Previous Employer	Wage Slip(s) provided by previous employer (Hard/ Digital Copy)
8	Copy of PAN Card	Mandatory Requirement/ Apply & Provide within 15 Working Day(s) if not possessed
9	Copy of ID Proof	PAN/ Aadhaar Card/ Driving Licence/ Voter's ID Card, Passport, etc.
10	Copy of Address Proof	Aadhaar Card/ Ration Card/ Passport/ Driving Licence/ Electricity Bill/ Post-paid Ph. Bill/ Nationalised Bank A/c Passbook, etc.
11	Bank A/c No. (Axis Bank Only)	Mandatory Provision/ Provide or Fill in Application form Day(s)
12	Passport Size - Colour Photograph(s) - 5 Nos.	Mandatory Provision/ Avail & Provide on the Date of Joining
13	Medical Fitness Certificate	To be availed from a Govt. Authorised Physician
14	Form - 16 (TDS) from Previous Employer (if	If Applicable under Tax Purview

+91 9791 38 5660

+91 9025 74 2144

support@wahmisoft.com

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# WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED

CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

Sl. #	FORM(S)	
	Applicable)	
15	Investment Declaration Form (if Applicable)	If Applicable under Tax Purview
<b>FORMS TO BE FILLED IN DURING JOINING FORMALITY</b>		
Sl. #	FORM(S)	
1	Employee Information Form	Mandatory/ Needs to be Filled-up & Submitted on the Date of Joining
2	ESI - Declaration Form (Form - 1)	Only for ESI Covered Employees
3	EPF/ EPS - Nomination & Declaration Form (Form - 2)	Mandatory/ Needs to be Filled-up & Submitted on the Date of Joining

## Wahmi Softwares & Solutions Private Limited - Contact Details:

Mr Mohamed Ghowdhul Arifeen

(CEO/ Managing Director - **For Escalations Only**)

Email : [mgarifeen@wahmisoft.com](mailto:mgarifeen@wahmisoft.com)

Mobile: +91- 9025742144

Mr.Jasrudeen Fouzain (Admin - Point of Contact)

Email : [jasrudeen@wahmisoft.com](mailto:jasrudeen@wahmisoft.com)

Mobile: +91- 99655 15448

+91 9791 38 5660

+91 9025 74 2144

support@wahmisoft.com

426, Main Road, Nagore - 611002, TN, INDIA.

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



EmbedNs

18<sup>th</sup> April 2022

Offer No.: 2022019288

Vijayakumar B

E.G.S PILLAY ENGINEERING COLLEGE,  
NAGAPATTINAM.

Dear Vijayakumar B,

**Sub: Job offer letter for Support Engineer**

I am very pleased to offer you a position of **Support Engineer** at **EmbedNs**. This is a full time position of 48 hours a week. As a full time employee, you are also entitled for the standard company benefits package. Your Annual salary will be **Rs. 1,66,835/-**.

You should report for joining on **08<sup>th</sup> June, 2022**. If you accept this offer, sign and send it back to the organization as early as possible. If you have any questions regarding employment policies and procedures, please do not hesitate to contact us.

Regards

L. Suresh Kumar

HR Manager, EmbedNS





EmbedNs

18<sup>th</sup> April 2022

Offer No.: 2022019288

ABARNA M

E.G.S PILLAY ENGINEERING COLLEGE,  
NAGAPATTINAM.

Dear RATHAKRISHNAN T,

**Sub: Job offer letter for Support Engineer**

I am very pleased to offer you a position of **Support Engineer** at **EmbedNs**. This is a full time position of 48 hours a week. As a full time employee, you are also entitled for the standard company benefits package. Your Annual salary will be **Rs. 1,66,835/-**.

You should report for joining on **08<sup>th</sup> June, 2022**. If you accept this offer, sign and send it back to the organization as early as possible. If you have any questions regarding employment policies and procedures, please do not hesitate to contact us.

Regards

L. Suresh Kumar

HR Manager, EmbedNS



**EmbedNs**

**18<sup>th</sup> April 2022**

**Offer No.: 2022019289**

RIFAYUDEEN N

E.G.S PILLAY ENGINEERING COLLEGE,  
NAGAPATTINAM.

Dear RATHAKRISHNAN T,

**Sub: Job offer letter for Support Engineer**

I am very pleased to offer you a position of **Support Engineer** at **EmbedNs**. This is a full time position of 48 hours a week. As a full time employee, you are also entitled for the standard company benefits package. Your Annual salary will be **Rs. 1,66,835/-**.

You should report for joining on **08<sup>th</sup> June, 2022**. If you accept this offer, sign and send it back to the organization as early as possible. If you have any questions regarding employment policies and procedures, please do not hesitate to contact us.

**Regards**

L. Suresh Kumar

HR Manager, EmbedNS



**EmbedNs**

**18<sup>th</sup> April 2022**

**Offer No.: 2022019284**

Akashraj A

E.G.S PILLAY ENGINEERING COLLEGE,  
NAGAPATTINAM.

Dear Akashraj A,

**Sub: Job offer letter for Support Engineer**

I am very pleased to offer you a position of **Support Engineer** at **EmbedNs**. This is a full time position of 48 hours a week. As a full time employee, you are also entitled for the standard company benefits package. Your Annual salary will be **Rs. 1,66,835/-**.

You should report for joining on **08<sup>th</sup> June, 2022**. If you accept this offer, sign and send it back to the organization as early as possible. If you have any questions regarding employment policies and procedures, please do not hesitate to contact us.

**Regards**

L. Suresh Kumar

HR Manager, EmbedNS



**EmbedNs**

18<sup>th</sup> April 2022

Offer No.: 2022019285

Reehan B

E.G.S PILLAY ENGINEERING COLLEGE,  
NAGAPATTINAM.

Dear Reehan B,

**Sub: Job offer letter for Support Engineer**

I am very pleased to offer you a position of **Support Engineer** at **EmbedNs**. This is a full time position of 48 hours a week. As a full time employee, you are also entitled for the standard company benefits package. Your Annual salary will be **Rs. 1,66,835/-**.

You should report for joining on **08<sup>th</sup> June, 2022**. If you accept this offer, sign and send it back to the organization as early as possible. If you have any questions regarding employment policies and procedures, please do not hesitate to contact us.

**Regards**

L. Suresh Kumar

HR Manager, EmbedNS



**EmbedNs**

**18<sup>th</sup> April 2022**

**Offer No.: 2022019286**

AnandhakumarS

E.G.S PILLAY ENGINEERING COLLEGE,  
NAGAPATTINAM.

Dear AnandhakumarS,

**Sub: Job offer letter for Support Engineer**

I am very pleased to offer you a position of **Support Engineer** at **EmbedNs**. This is a full time position of 48 hours a week. As a full time employee, you are also entitled for the standard company benefits package. Your Annual salary will be **Rs. 1,66,835/-**.

You should report for joining on **08<sup>th</sup> June, 2022**. If you accept this offer, sign and send it back to the organization as early as possible. If you have any questions regarding employment policies and procedures, please do not hesitate to contact us.

**Regards**

L. Suresh Kumar

HR Manager, EmbedNS



**EmbedNs**

**18<sup>th</sup> April 2022**

**Offer No.: 2022019287**

Sathish

E.G.S PILLAY ENGINEERING COLLEGE,  
NAGAPATTINAM.

Dear Sathish,

**Sub: Job offer letter for Support Engineer**

I am very pleased to offer you a position of **Support Engineer** at **EmbedNs**. This is a full time position of 48 hours a week. As a full time employee, you are also entitled for the standard company benefits package. Your Annual salary will be **Rs. 1,66,835/-**.

You should report for joining on **08<sup>th</sup> June, 2022**. If you accept this offer, sign and send it back to the organization as early as possible. If you have any questions regarding employment policies and procedures, please do not hesitate to contact us.

**Regards**

L. Suresh Kumar

HR Manager, EmbedNS



InstaQ Soft Solutions

ITO, Second Floor Gopalapuram, Vadavalli, Coimbatore, 641041

Email:nandita@instaqssoftsolutions.com

Reference ID: 2022-22/HRR05

14<sup>th</sup> December, 2021

Sub: Offer – **Human Resource Recruiter**

Dear Ahmed Farhan M,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Human Resource Recruiter* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at InstaQ believes in our colleagues showing flexibility and willingness to be deployed in various shifts, subsidiaries and line of business. Your deployment will be in line with the business need and available roles and we look forward to you being flexible towards your staffing within InstaQ. Your growth in this organization will be influenced by your performance and proficiency in the skills needed to support our business.

Your terms and conditions are detailed in this offer letter.

Terms & Conditions:

1. Your total earning opportunity will be **Rs. 1,65,000/- Lakhs per annum**.
2. You will be on probation period of 15 months from the date of joining.
3. You will be required to sign an agreement for 18 months.
4. You have to sign this offer letter and to return it to the Head - HR manager as a part of joining procedure.

Regards

HR team

InstaQSoft solutions





InstaQ Soft Solutions  
ITO, Second Floor Gopalapuram, Vadavalli, Coimbatore, 641041  
Email:nandita@instaqsolutions.com

Reference ID: 2022-22/HRR06

14<sup>th</sup> December, 2021

Sub: Offer – **Human Resource Recruiter**

Dear Guhan K,

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Human Resource Recruiter* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at InstaQ believes in our colleagues showing flexibility and willingness to be deployed in various shifts, subsidiaries and line of business. Your deployment will be in line with the business need and available roles and we look forward to you being flexible towards your staffing within InstaQ. Your growth in this organization will be influenced by your performance and proficiency in the skills needed to support our business.

Your terms and conditions are detailed in this offer letter.

Terms & Conditions:

1. Your total earning opportunity will be **Rs. 1,65,000/- Lakhs per annum**.
2. You will be on probation period of 15 months from the date of joining.
3. You will be required to sign an agreement for 18 months.
4. You have to sign this offer letter and to return it to the Head - HR manager as a part of joining procedure.

Regards

HR team  
InstaQSoft solutions







InstaQ Soft Solutions

ITO, Second Floor Gopalapuram, Vadavalli, Coimbatore, 641041

Email:nandita@instaqsolutions.com

Reference ID: 2022-22/HRR07

14<sup>th</sup> December, 2021

Sub: Offer – **Human Resource Recruiter**

**Dear Pradeepa R,**

Congratulations! With reference to the on-campus interview on 14-12-2021, we are pleased to inform you that you have been selected for the role of *Human Resource Recruiter* in our organization. We need you to join on the month of April, 2022. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at InstaQ believes in our colleagues showing flexibility and willingness to be deployed in various shifts, subsidiaries and line of business. Your deployment will be in line with the business need and available roles and we look forward to you being flexible towards your staffing within InstaQ. Your growth in this organization will be influenced by your performance and proficiency in the skills needed to support our business.

Your terms and conditions are detailed in this offer letter.

Terms & Conditions:

1. Your total earning opportunity will be **Rs. 1,65,000/- Lakhs per annum**.
2. You will be on probation period of 15 months from the date of joining.
3. You will be required to sign an agreement for 18 months.
4. You have to sign this offer letter and to return it to the Head - HR manager as a part of joining procedure.

Regards

HR team  
InstaQSoft solutions



Date: 21/02/2022  
Trainee ID: N141034

**Alex.P,**  
EGS Pillay Engineering College,  
Old Nagore road,  
Nagapattinam - 611002

Dear **Alex.P,**

### NEEM Trainee Contract Letter

We are pleased to engage you as **NEEM** Trainee subject to the following terms and conditions:

1. The period of training shall be **Thirty Six months** with start date **21/02/2022** and end date **20/02/2025**.
2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman /employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational (National Employability Enhancement Mission (NEEM)) Regulations 2017.
3. You shall be given on the job training with **Sundram Fasteners Limited, Velappanchavadi** for the above mentioned period. You will be imparted training in shifts according to normal hours of work of the establishment to which you are attached for training.
4. During the tenure of your training, you shall abide by the rules and regulations from time to time as intimated to you by us and / or the Establishment wherein you will undergo on the job training including but not limited to all matters of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your Training during the period of the NEEM TRAINING in the proforma given by TVS Educational Society.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

...2

8. Either party may terminate this contract by issuing 30 Days\* Notice in writing or payment thereof.
9. The Contract of Training can be terminated without compensation payment to you:
  - a. If you secure gainful employment (on production of copy of the appointment letter); and
  - b. If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/surgeon attached to any Government Hospital)
10. During the period of Training, you shall be entitled to a Consolidated Stipend of **Rs.13645/-** per month. You hereby authorize TVS Educational Society to make all payment required to be made to you either by way of cheque or by directly crediting the amount to your bank account.
11. You can also earn Attendance Incentive of **Rs.500/-** per month if you attend for On the Job training on all the scheduled training days during a month.
12. You will not be entitled to any other emoluments or payments during the period of training
13. Continuance of payment of stipend shall depend on your satisfactory performance during the training period.
14. TVS Educational Society will formulate a "Training Program" for training the NEEM Trainees and shall make suitable arrangements for facilitating the same
15. The Stipend for a particular month shall be paid on or before 10th of the following month.
16. Any disagreement or dispute between TVS Educational Society and the NEEM Trainee arising out of the terms and conditions of this Contract or incidental or ancillary thereto, shall be referred to and Governed by the provisions of the terms laid under the All India Council for Technical Education (National Employability Enhancement Mission (NEEM)) Regulations 2017.

## ENDORSEMENT

I hereby confirm the acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by TVS Educational Society or any guarantee of employment. Also, I confirm that I am accepting this contract letter after understanding the clauses mentioned above and it will be conclusive proof of my acceptance to this letter.

For TVS Educational Society

Accepted and Agreed

*V. R. Subramanian*

Authorised Signatory

Signature & Date  
(Alex.P)



TVS Educational Society

Date: 21/02/2022

Trainee ID: N141035

**Aravinth.A,**

EGS Pillay Engineering College,

Old Nagore road,

Nagapattinam - 611002

Dear **Aravinth.A,**

### NEEM Trainee Contract Letter

We are pleased to engage you as **NEEM** Trainee subject to the following terms and conditions:

1. The period of training shall be **Thirty Six months** with start date **21/02/2022** and end date **20/02/2025**.
2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman /employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational (National Employability Enhancement Mission (NEEM)) Regulations 2017.
3. You shall be given on the job training with **Sundram Fasteners Limited, Velappanchavadi** for the above mentioned period. You will be imparted training in shifts according to normal hours of work of the establishment to which you are attached for training.
4. During the tenure of your training, you shall abide by the rules and regulations from time to time as intimated to you by us and / or the Establishment wherein you will undergo on the job training including but not limited to all matters of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your Training during the period of the NEEM TRAINING in the proforma given by TVS Educational Society.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

...2

8. Either party may terminate this contract by issuing 30 Days\* Notice in writing or payment thereof.
9. The Contract of Training can be terminated without compensation payment to you:
  - a. If you secure gainful employment (on production of copy of the appointment letter); and
  - b. If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/surgeon attached to any Government Hospital)
10. During the period of Training, you shall be entitled to a Consolidated Stipend of **Rs.13645/-** per month. You hereby authorize TVS Educational Society to make all payment required to be made to you either by way of cheque or by directly crediting the amount to your bank account.
11. You can also earn Attendance Incentive of **Rs.500/-** per month if you attend for On the Job training on all the scheduled training days during a month.
12. You will not be entitled to any other emoluments or payments during the period of training
13. Continuance of payment of stipend shall depend on your satisfactory performance during the training period.
14. TVS Educational Society will formulate a "Training Program" for training the NEEM Trainees and shall make suitable arrangements for facilitating the same
15. The Stipend for a particular month shall be paid on or before 10th of the following month.
16. Any disagreement or dispute between TVS Educational Society and the NEEM Trainee arising out of the terms and conditions of this Contract or incidental or ancillary thereto, shall be referred to and Governed by the provisions of the terms laid under the All India Council for Technical Education (National Employability Enhancement Mission (NEEM)) Regulations 2017.

## ENDORSEMENT

I hereby confirm the acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by TVS Educational Society or any guarantee of employment. Also, I confirm that I am accepting this contract letter after understanding the clauses mentioned above and it will be conclusive proof of my acceptance to this letter.

For TVS Educational Society

Accepted and Agreed

*V. R. Aravindh*

Authorised Signatory

Signature & Date  
(Aravindh.A)

Date: 21/02/2022  
Trainee ID: N141036

**Aravinth.D,**

EGS Pillay Engineering College,  
Old Nagore road,  
Nagapattinam - 611002

Dear **Aravinth.D,**

### NEEM Trainee Contract Letter

We are pleased to engage you as **NEEM** Trainee subject to the following terms and conditions:

1. The period of training shall be **Thirty Six months** with start date **21/02/2022** and end date **20/02/2025**.
2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman /employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational (National Employability Enhancement Mission (NEEM)) Regulations 2017.
3. You shall be given on the job training with **Sundram Fasteners Limited, Velappanchavadi** for the above mentioned period. You will be imparted training in shifts according to normal hours of work of the establishment to which you are attached for training.
4. During the tenure of your training, you shall abide by the rules and regulations from time to time as intimated to you by us and / or the Establishment wherein you will undergo on the job training including but not limited to all matters of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your Training during the period of the NEEM TRAINING in the proforma given by TVS Educational Society.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

...2

8. Either party may terminate this contract by issuing 30 Days\* Notice in writing or payment thereof.
9. The Contract of Training can be terminated without compensation payment to you:
  - a. If you secure gainful employment (on production of copy of the appointment letter); and
  - b. If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/surgeon attached to any Government Hospital)
10. During the period of Training, you shall be entitled to a Consolidated Stipend of **Rs.13645/-** per month. You hereby authorize TVS Educational Society to make all payment required to be made to you either by way of cheque or by directly crediting the amount to your bank account.
11. You can also earn Attendance Incentive of **Rs.500/-** per month if you attend for On the Job training on all the scheduled training days during a month.
12. You will not be entitled to any other emoluments or payments during the period of training
13. Continuance of payment of stipend shall depend on your satisfactory performance during the training period.
14. TVS Educational Society will formulate a "Training Program" for training the NEEM Trainees and shall make suitable arrangements for facilitating the same
15. The Stipend for a particular month shall be paid on or before 10th of the following month.
16. Any disagreement or dispute between TVS Educational Society and the NEEM Trainee arising out of the terms and conditions of this Contract or incidental or ancillary thereto, shall be referred to and Governed by the provisions of the terms laid under the All India Council for Technical Education (National Employability Enhancement Mission (NEEM)) Regulations 2017.

## ENDORSEMENT

I hereby confirm the acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by TVS Educational Society or any guarantee of employment. Also, I confirm that I am accepting this contract letter after understanding the clauses mentioned above and it will be conclusive proof of my acceptance to this letter.

**For TVS Educational Society**

**Accepted and Agreed**

*V. R. Aravindh*

Authorised Signatory

Signature & Date  
(Aravindh.D)

Date: 21/02/2022  
Trainee ID: N141037

**Balamurugan,**

EGS Pillay Engineering College,  
Old Nagore road,  
Nagapattinam - 611002

Dear **Balamurugan,**

## NEEM Trainee Contract Letter

We are pleased to engage you as **NEEM** Trainee subject to the following terms and conditions:

1. The period of training shall be **Thirty Six months** with start date **21/02/2022** and end date **20/02/2025**.
2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman /employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational (National Employability Enhancement Mission (NEEM)) Regulations 2017.
3. You shall be given on the job training with **Sundram Fasteners Limited, Velappanchavadi** for the above mentioned period. You will be imparted training in shifts according to normal hours of work of the establishment to which you are attached for training.
4. During the tenure of your training, you shall abide by the rules and regulations from time to time as intimated to you by us and / or the Establishment wherein you will undergo on the job training including but not limited to all matters of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your Training during the period of the NEEM TRAINING in the proforma given by TVS Educational Society.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

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8. Either party may terminate this contract by issuing 30 Days\* Notice in writing or payment thereof.
9. The Contract of Training can be terminated without compensation payment to you:
  - a. If you secure gainful employment (on production of copy of the appointment letter); and
  - b. If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/surgeon attached to any Government Hospital)
10. During the period of Training, you shall be entitled to a Consolidated Stipend of **Rs.13645/-** per month. You hereby authorize TVS Educational Society to make all payment required to be made to you either by way of cheque or by directly crediting the amount to your bank account.
11. You can also earn Attendance Incentive of **Rs.500/-** per month if you attend for On the Job training on all the scheduled training days during a month.
12. You will not be entitled to any other emoluments or payments during the period of training
13. Continuance of payment of stipend shall depend on your satisfactory performance during the training period.
14. TVS Educational Society will formulate a "Training Program" for training the NEEM Trainees and shall make suitable arrangements for facilitating the same
15. The Stipend for a particular month shall be paid on or before 10th of the following month.
16. Any disagreement or dispute between TVS Educational Society and the NEEM Trainee arising out of the terms and conditions of this Contract or incidental or ancillary thereto, shall be referred to and Governed by the provisions of the terms laid under the All India Council for Technical Education (National Employability Enhancement Mission (NEEM)) Regulations 2017.

## ENDORSEMENT

I hereby confirm the acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by TVS Educational Society or any guarantee of employment. Also, I confirm that I am accepting this contract letter after understanding the clauses mentioned above and it will be conclusive proof of my acceptance to this letter.

For TVS Educational Society

Accepted and Agreed

*V. R. dhar*

Authorised Signatory

Signature & Date  
(Balamurugan)

Date: 21/02/2022

Trainee ID: N141038

**Naveen Kumar,**

EGS Pillay Engineering College,

Old Nagore road,

Nagapattinam - 611002

Dear **Naveen Kumar,**

### **NEEM Trainee Contract Letter**

We are pleased to engage you as **NEEM** Trainee subject to the following terms and conditions:

1. The period of training shall be **Thirty Six months** with start date **21/02/2022** and end date **20/02/2025**.
2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman /employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational (National Employability Enhancement Mission (NEEM)) Regulations 2017.
3. You shall be given on the job training with **Sundram Fasteners Limited, Velappanchavadi** for the above mentioned period. You will be imparted training in shifts according to normal hours of work of the establishment to which you are attached for training.
4. During the tenure of your training, you shall abide by the rules and regulations from time to time as intimated to you by us and / or the Establishment wherein you will undergo on the job training including but not limited to all matters of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your Training during the period of the NEEM TRAINING in the proforma given by TVS Educational Society.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

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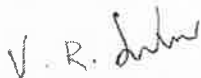
8. Either party may terminate this contract by issuing 30 Days\* Notice in writing or payment thereof.
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14. TVS Educational Society will formulate a "Training Program" for training the NEEM Trainees and shall make suitable arrangements for facilitating the same
15. The Stipend for a particular month shall be paid on or before 10th of the following month.
16. Any disagreement or dispute between TVS Educational Society and the NEEM Trainee arising out of the terms and conditions of this Contract or incidental or ancillary thereto, shall be referred to and Governed by the provisions of the terms laid under the All India Council for Technical Education (National Employability Enhancement Mission (NEEM)) Regulations 2017.

## ENDORSEMENT

I hereby confirm the acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by TVS Educational Society or any guarantee of employment. Also, I confirm that I am accepting this contract letter after understanding the clauses mentioned above and it will be conclusive proof of my acceptance to this letter.

**For TVS Educational Society**

**Accepted and Agreed**



Authorised Signatory

Signature & Date  
(Naveen Kumar)

Date: 21/02/2022

Trainee ID: N141039

**Naveen Prakash,**

EGS Pillay Engineering College,

Old Nagore road,

Nagapattinam - 611002

Dear **Naveen Prakash,**

### **NEEM Trainee Contract Letter**

We are pleased to engage you as **NEEM Trainee** subject to the following terms and conditions:

1. The period of training shall be **Thirty Six months** with start date **21/02/2022** and end date **20/02/2025**.
2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a **NEEM Trainee** undergoing training in the establishment, you shall be a trainee and not a workman /employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational (National Employability Enhancement Mission (NEEM)) Regulations 2017.
3. You shall be given on the job training with **Sundram Fasteners Limited, Velappanchavadi** for the above mentioned period. You will be imparted training in shifts according to normal hours of work of the establishment to which you are attached for training.
4. During the tenure of your training, you shall abide by the rules and regulations from time to time as intimated to you by us and / or the Establishment wherein you will undergo on the job training including but not limited to all matters of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As **NEEM Trainee** you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As **NEEM Trainee** you shall maintain a record of your Training during the period of the **NEEM TRAINING** in the proforma given by TVS Educational Society.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

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8. Either party may terminate this contract by issuing 30 Days\* Notice in writing or payment thereof.
9. The Contract of Training can be terminated without compensation payment to you:
  - a. If you secure gainful employment (on production of copy of the appointment letter); and
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14. TVS Educational Society will formulate a "Training Program" for training the NEEM Trainees and shall make suitable arrangements for facilitating the same
15. The Stipend for a particular month shall be paid on or before 10th of the following month.
16. Any disagreement or dispute between TVS Educational Society and the NEEM Trainee arising out of the terms and conditions of this Contract or incidental or ancillary thereto, shall be referred to and Governed by the provisions of the terms laid under the All India Council for Technical Education (National Employability Enhancement Mission (NEEM)) Regulations 2017.

## ENDORSEMENT

I hereby confirm the acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by TVS Educational Society or any guarantee of employment. Also, I confirm that I am accepting this contract letter after understanding the clauses mentioned above and it will be conclusive proof of my acceptance to this letter.

**For TVS Educational Society**

**Accepted and Agreed**

*V. R. Subramanian*

Authorised Signatory

Signature & Date

(Naveen Prakash)

Date: 21/02/2022

Trainee ID: N141040

**Pradeep Raj,**

EGS Pillay Engineering College,

Old Nagore road,

Nagapattinam - 611002

Dear **Pradeep Raj,**

### **NEEM Trainee Contract Letter**

We are pleased to engage you as **NEEM** Trainee subject to the following terms and conditions:

1. The period of training shall be **Thirty Six months** with start date **21/02/2022** and end date **20/02/2025**.
2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman /employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational (National Employability Enhancement Mission (NEEM)) Regulations 2017.
3. You shall be given on the job training with **Sundram Fasteners Limited, Velappanchavadi** for the above mentioned period. You will be imparted training in shifts according to normal hours of work of the establishment to which you are attached for training.
4. During the tenure of your training, you shall abide by the rules and regulations from time to time as intimated to you by us and / or the Establishment wherein you will undergo on the job training including but not limited to all matters of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your Training during the period of the NEEM TRAINING in the proforma given by TVS Educational Society.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

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8. Either party may terminate this contract by issuing 30 Days\* Notice in writing or payment thereof.
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  - a. If you secure gainful employment (on production of copy of the appointment letter); and
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16. Any disagreement or dispute between TVS Educational Society and the NEEM Trainee arising out of the terms and conditions of this Contract or incidental or ancillary thereto, shall be referred to and Governed by the provisions of the terms laid under the All India Council for Technical Education (National Employability Enhancement Mission (NEEM)) Regulations 2017.

## ENDORSEMENT

I hereby confirm the acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by TVS Educational Society or any guarantee of employment. Also, I confirm that I am accepting this contract letter after understanding the clauses mentioned above and it will be conclusive proof of my acceptance to this letter.

**For TVS Educational Society**

**Accepted and Agreed**

*V. R. d... ..*

Authorised Signatory

Signature & Date  
**(Pradeep Raj)**

Date: 21/02/2022

Trainee ID: N141041

**Sridhar.P,**

EGS Pillay Engineering College,

Old Nagore road,

Nagapattinam - 611002

Dear **Sridhar.P,**

### **NEEM Trainee Contract Letter**

We are pleased to engage you as **NEEM** Trainee subject to the following terms and conditions:

1. The period of training shall be **Thirty Six months** with start date **21/02/2022** and end date **20/02/2025**.
2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman /employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational (National Employability Enhancement Mission (NEEM)) Regulations 2017.
3. You shall be given on the job training with **Sundram Fasteners Limited, Velappanchavadi** for the above mentioned period. You will be imparted training in shifts according to normal hours of work of the establishment to which you are attached for training.
4. During the tenure of your training, you shall abide by the rules and regulations from time to time as intimated to you by us and / or the Establishment wherein you will undergo on the job training including but not limited to all matters of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your Training during the period of the NEEM TRAINING in the proforma given by TVS Educational Society.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

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8. Either party may terminate this contract by issuing 30 Days\* Notice in writing or payment thereof.
9. The Contract of Training can be terminated without compensation payment to you:
  - a. If you secure gainful employment (on production of copy of the appointment letter): and
  - b. If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/surgeon attached to any Government Hospital)
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14. TVS Educational Society will formulate a "Training Program" for training the NEEM Trainees and shall make suitable arrangements for facilitating the same
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16. Any disagreement or dispute between TVS Educational Society and the NEEM Trainee arising out of the terms and conditions of this Contract or incidental or ancillary thereto, shall be referred to and Governed by the provisions of the terms laid under the All India Council for Technical Education (National Employability Enhancement Mission (NEEM)) Regulations 2017.

## ENDORSEMENT

I hereby confirm the acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by TVS Educational Society or any guarantee of employment. Also, I confirm that I am accepting this contract letter after understanding the clauses mentioned above and it will be conclusive proof of my acceptance to this letter.

For TVS Educational Society

Accepted and Agreed

*V. R. Sridhar*

Authorised Signatory

Signature & Date

(Sridhar.P)

Date: 21/02/2022  
Trainee ID: N141042

**Srinivasan,**

EGS Pillay Engineering College,  
Old Nagore road,  
Nagapattinam - 611002

Dear **Srinivasan,**

### **NEEM Trainee Contract Letter**

We are pleased to engage you as **NEEM** Trainee subject to the following terms and conditions:

1. The period of training shall be **Thirty Six months** with start date **21/02/2022** and end date **20/02/2025**.
2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman /employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational (National Employability Enhancement Mission (NEEM)) Regulations 2017.
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4. During the tenure of your training, you shall abide by the rules and regulations from time to time as intimated to you by us and / or the Establishment wherein you will undergo on the job training including but not limited to all matters of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your Training during the period of the NEEM TRAINING in the proforma given by TVS Educational Society.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

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8. Either party may terminate this contract by issuing 30 Days\* Notice in writing or payment thereof.
9. The Contract of Training can be terminated without compensation payment to you:
  - a. If you secure gainful employment (on production of copy of the appointment letter); and
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## ENDORSEMENT

I hereby confirm the acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by TVS Educational Society or any guarantee of employment. Also, I confirm that I am accepting this contract letter after understanding the clauses mentioned above and it will be conclusive proof of my acceptance to this letter.

**For TVS Educational Society**

**Accepted and Agreed**

*V. R. Srinivasan*

Authorised Signatory

Signature & Date  
(Srinivasan)

Date: 21/02/2022  
Trainee ID: N141043

**Thiloth.A,**

EGS Pillay Engineering College,  
Old Nagore road,  
Nagapattinam - 611002

Dear **Thiloth.A,**

### **NEEM Trainee Contract Letter**

We are pleased to engage you as **NEEM** Trainee subject to the following terms and conditions:

1. The period of training shall be **Thirty Six months** with start date **21/02/2022** and end date **20/02/2025**.
2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman /employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational (National Employability Enhancement Mission (NEEM)) Regulations 2017.
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4. During the tenure of your training, you shall abide by the rules and regulations from time to time as intimated to you by us and / or the Establishment wherein you will undergo on the job training including but not limited to all matters of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
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8. Either party may terminate this contract by issuing 30 Days\* Notice in writing or payment thereof.
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  - a. If you secure gainful employment (on production of copy of the appointment letter); and
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### ENDORSEMENT

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**For TVS Educational Society**

**Accepted and Agreed**

*V. R. [Signature]*

Authorised Signatory

Signature & Date  
(Thiloth.A)

Date: 21/02/2022  
Trainee ID: N141044

**Vignesh.G,**

EGS Pillay Engineering College,  
Old Nagore road,  
Nagapattinam - 611002

Dear **Vignesh.G,**

### NEEM Trainee Contract Letter

We are pleased to engage you as **NEEM** Trainee subject to the following terms and conditions:

1. The period of training shall be **Thirty Six months** with start date **21/02/2022** and end date **20/02/2025**.
2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman /employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational (National Employability Enhancement Mission (NEEM)) Regulations 2017.
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16. Any disagreement or dispute between TVS Educational Society and the NEEM Trainee arising out of the terms and conditions of this Contract or incidental or ancillary thereto, shall be referred to and Governed by the provisions of the terms laid under the All India Council for Technical Education (National Employability Enhancement Mission (NEEM)) Regulations 2017.

## ENDORSEMENT

I hereby confirm the acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by TVS Educational Society or any guarantee of employment. Also, I confirm that I am accepting this contract letter after understanding the clauses mentioned above and it will be conclusive proof of my acceptance to this letter.

**For TVS Educational Society**

**Accepted and Agreed**

*V. R. Subbaraj*

Authorised Signatory

Signature & Date  
**(Vignesh.G)**



TVS Educational Society

Date: 21/02/2022  
Trainee ID: N141045

**Vignesh.S,**  
EGS Pillay Engineering College,  
Old Nagore road,  
Nagapattinam - 611002

Dear **Vignesh.S,**

#### **NEEM Trainee Contract Letter**

We are pleased to engage you as **NEEM** Trainee subject to the following terms and conditions:

1. The period of training shall be **Thirty Six months** with start date **21/02/2022** and end date **20/02/2025**.
2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman /employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational (National Employability Enhancement Mission (NEEM)) Regulations 2017.
3. You shall be given on the job training with **Sundram Fasteners Limited, Velappanchavadi** for the above mentioned period. You will be imparted training in shifts according to normal hours of work of the establishment to which you are attached for training.
4. During the tenure of your training, you shall abide by the rules and regulations from time to time as intimated to you by us and / or the Establishment wherein you will undergo on the job training including but not limited to all matters of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your Training during the period of the NEEM TRAINING in the proforma given by TVS Educational Society.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

...2



8. Either party may terminate this contract by issuing 30 Days\* Notice in writing or payment thereof.
9. The Contract of Training can be terminated without compensation payment to you:
  - a. If you secure gainful employment (on production of copy of the appointment letter); and
  - b. If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/surgeon attached to any Government Hospital)
10. During the period of Training, you shall be entitled to a Consolidated Stipend of **Rs.13645/-** per month. You hereby authorize TVS Educational Society to make all payment required to be made to you either by way of cheque or by directly crediting the amount to your bank account.
11. You can also earn Attendance Incentive of **Rs.500/-** per month if you attend for On the Job training on all the scheduled training days during a month.
12. You will not be entitled to any other emoluments or payments during the period of training
13. Continuance of payment of stipend shall depend on your satisfactory performance during the training period.
14. TVS Educational Society will formulate a "Training Program" for training the NEEM Trainees and shall make suitable arrangements for facilitating the same
15. The Stipend for a particular month shall be paid on or before 10th of the following month.
16. Any disagreement or dispute between TVS Educational Society and the NEEM Trainee arising out of the terms and conditions of this Contract or incidental or ancillary thereto, shall be referred to and Governed by the provisions of the terms laid under the All India Council for Technical Education (National Employability Enhancement Mission (NEEM)) Regulations 2017.

## ENDORSEMENT

I hereby confirm the acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by TVS Educational Society or any guarantee of employment. Also, I confirm that I am accepting this contract letter after understanding the clauses mentioned above and it will be conclusive proof of my acceptance to this letter.

**For TVS Educational Society**

**Accepted and Agreed**

*V. R. Srinivasan*

Authorised Signatory

Signature & Date  
(Vignesh.S)

Date: 21/02/2022  
Trainee ID: N141046

**Vinith.P,**  
EGS Pillay Engineering College,  
Old Nagore road,  
Nagapattinam - 611002

Dear **Vinith.P,**

### NEEM Trainee Contract Letter

We are pleased to engage you as **NEEM** Trainee subject to the following terms and conditions:

1. The period of training shall be **Thirty Six months** with start date **21/02/2022** and end date **20/02/2025**.
2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman /employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational (National Employability Enhancement Mission (NEEM)) Regulations 2017.
3. You shall be given on the job training with **Sundram Fasteners Limited, Velappanchavadi** for the above mentioned period. You will be imparted training in shifts according to normal hours of work of the establishment to which you are attached for training.
4. During the tenure of your training, you shall abide by the rules and regulations from time to time as intimated to you by us and / or the Establishment wherein you will undergo on the job training including but not limited to all matters of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your Training during the period of the NEEM TRAINING in the proforma given by TVS Educational Society.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

...2

8. Either party may terminate this contract by issuing 30 Days\* Notice in writing or payment thereof.
9. The Contract of Training can be terminated without compensation payment to you:
  - a. If you secure gainful employment (on production of copy of the appointment letter): and
  - b. If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/surgeon attached to any Government Hospital)
10. During the period of Training, you shall be entitled to a Consolidated Stipend of **Rs.13645/-** per month. You hereby authorize TVS Educational Society to make all payment required to be made to you either by way of cheque or by directly crediting the amount to your bank account.
11. You can also earn Attendance Incentive of **Rs.500/-** per month if you attend for On the Job training on all the scheduled training days during a month.
12. You will not be entitled to any other emoluments or payments during the period of training
13. Continuance of payment of stipend shall depend on your satisfactory performance during the training period.
14. TVS Educational Society will formulate a "Training Program" for training the NEEM Trainees and shall make suitable arrangements for facilitating the same
15. The Stipend for a particular month shall be paid on or before 10th of the following month.
16. Any disagreement or dispute between TVS Educational Society and the NEEM Trainee arising out of the terms and conditions of this Contract or incidental or ancillary thereto, shall be referred to and Governed by the provisions of the terms laid under the All India Council for Technical Education (National Employability Enhancement Mission (NEEM)) Regulations 2017.

## ENDORSEMENT

I hereby confirm the acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by TVS Educational Society or any guarantee of employment. Also, I confirm that I am accepting this contract letter after understanding the clauses mentioned above and it will be conclusive proof of my acceptance to this letter.

**For TVS Educational Society**

**Accepted and Agreed**

*V. R. Subramanian*

Authorised Signatory

Signature & Date  
(Vinith.P)

# ICA SPECIALITIES

Inks Coatings & Adhesives People

1008/A, Venkateswara Nagar, Perungudi Industrial Estate, Perungudi, Chennai - 600 096, Tamilnadu, India.

## Letter of Offer

REF NO: ICA/HR/2022/05/0 9

Date: 23.5.2022

Mr.S.BALAJI,  
S/o.S. Suresh,  
Nagapattinam.

Dear Mr.Balaji,

Sub: Job offer  
Ref.: Further to Interview

We are pleased to offer you the position of **Junior Engineer - Production/QC/R&D** in our ICA Specialities based at Chennai/Maduranthakam.

We trust that your knowledge, skills and experience will be among our most valuable assets.

You will be in probation a period of 1 year from the date of joining.

This offer letter is valid till 20.06.2022. Please send back a signed copy of this letter indicating your acceptance to join and if you are already employed send us relieving order/resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in ICA Specialities, Perungudi.

This offer is valid only after successful verification of the following documents. (1) 10<sup>th</sup>/12<sup>th</sup> marks statements (2) UG / PG degree certificates (3) Relieving Order from previous organization (4) Experience Certificate (5) Aadhar Card (6) photocopies of your certificates, (7) two color passport-size photos.

We look forward to welcome you to ICA Specialities.

Sincerely,

**For ICA SPECIALITIES**



HR Manager

# ICA SPECIALITIES

Inks Coatings & Adhesives People

1008/A, Venkateswara Nagar, Perungudi Industrial Estate, Perungudi, Chennai - 600 096, Tamilnadu, India.

## Letter of Offer

REF NO: ICA/HR/2022/05/07

Date: 23.5.2022

Mr.V. HARI PRASATH,  
S/o.S. Vengadesan  
Thalachangadu.

Dear Mr.Hari Prasath,

Sub: Job offer  
Ref.: Further to Interview

We are pleased to offer you the position of **Junior Engineer - Production/QC/R&D** in our ICA Specialities based at Chennai/Maduranthakam.

We trust that your knowledge, skills and experience will be among our most valuable assets.

You will be in probation a period of 1 year from the date of joining.

This offer letter is valid till 20.06.2022. Please send back a signed copy of this letter indicating your acceptance to join and if you are already employed send us relieving order/resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in ICA Specialities, Perungudi.

This offer is valid only after successful verification of the following documents. (1) 10<sup>th</sup>/12<sup>th</sup> marks statements (2) UG / PG degree certificates (3) Relieving Order from previous organization (4) Experience Certificate (5) Aadhar Card (6) photocopies of your certificates, (7) two color passport-size photos.

We look forward to welcome you to ICA Specialities.

Sincerely,

**For ICA SPECIALITIES**



HR Manager

# ICA SPECIALITIES

Inks Coatings & Adhesives People

1008/A, Venkateswara Nagar, Perungudi Industrial Estate, Perungudi, Chennai - 600 096, Tamilnadu, India

## Letter of Offer

REF NO: ICA/HR/2022/05/0 14

Date: 23.5.2022

Mr.M. MOHAMED SHARUGAN,  
S/o.I. Mohamed Ali,  
Nagapattinam.

Dear Mr.Mohamed Sharugan,

Sub: Job offer  
Ref.: Further to Interview

We are pleased to offer you the position of **Junior Engineer - Production/QC/R&D** in our ICA Specialities based at Chennai/Maduranthakam.

We trust that your knowledge, skills and experience will be among our most valuable assets.

You will be in probation a period of 1 year from the date of joining.

This offer letter is valid till 20.06.2022. Please send back a signed copy of this letter indicating your acceptance to join and if you are already employed send us relieving order/resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in ICA Specialities, Perungudi.

This offer is valid only after successful verification of the following documents. (1) 10<sup>th</sup>/12<sup>th</sup> marks statements (2) UG / PG degree certificates (3) Relieving Order from previous organization (4) Experience Certificate (5) Aadhar Card (6) photocopies of your certificates, (7) two color passport-size photos.

We look forward to welcome you to ICA Specialities.

Sincerely,

**For ICA SPECIALITIES**



HR Manager

# ICA SPECIALITIES

Inks Coatings & Adhesives People

1008/A, Venkateswara Nagar, Perungudi Industrial Estate, Perungudi, Chennai - 600 096, Tamilnadu, India.

## Letter of Offer

REF NO: ICA/HR/2022/05/0 15

Date: 23.5.2022

Mr.R. SATHIYAN,  
S/o.G.K. Ramadoss,  
Thirukkadaiyur.

Dear Mr.Sathiyam,

Sub: Job offer  
Ref.: Further to Interview

We are pleased to offer you the position of **Junior Engineer - Production/QC/R&D** in our ICA Specialities based at Chennai/Maduranthakam.

We trust that your knowledge, skills and experience will be among our most valuable assets.

You will be in probation a period of 1 year from the date of joining.

This offer letter is valid till 20.06.2022. Please send back a signed copy of this letter indicating your acceptance to join and if you are already employed send us relieving order/resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in ICA Specialities, Perungudi.

This offer is valid only after successful verification of the following documents. (1) 10<sup>th</sup>/12<sup>th</sup> marks statements (2) UG / PG degree certificates (3) Relieving Order from previous organization (4) Experience Certificate (5) Aadhar Card (6) photocopies of your certificates, (7) two color passport-size photos.

We look forward to welcome you to ICA Specialities.

Sincerely,

For ICA SPECIALITIES



HR Manager

# ICA SPECIALITIES

Inks Coatings & Adhesives People

1008/A, Venkateswara Nagar, Perungudi Industrial Estate, Perungudi, Chennai - 600 096, Tamilnadu, India.

## Letter of Offer

REF NO: ICA/HR/2022/05/0 11

Date: 23.5.2022

Mr.K SURESH CHAKKARAVARTHY,  
S/o.C. Kesavan,  
Madapuram,  
Thiruthuraipoondi.

Dear Mr.Suresh Chakkaravarthy,

Sub: Job offer  
Ref.: Further to Interview

We are pleased to offer you the position of **Junior Engineer - Production/QC/R&D** in our ICA Specialities based at Chennai/Maduranthakam.

We trust that your knowledge, skills and experience will be among our most valuable assets.

You will be in probation a period of 1 year from the date of joining.

This offer letter is valid till 20.06.2022. Please send back a signed copy of this letter indicating your acceptance to join and if you are already employed send us relieving order/resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in ICA Specialities, Perungudi.

This offer is valid only after successful verification of the following documents. (1) 10<sup>th</sup>/12<sup>th</sup> marks statements (2) UG / PG degree certificates (3) Relieving Order from previous organization (4) Experience Certificate (5) Aadhar Card (6) photocopies of your certificates, (7) two color passport-size photos.

We look forward to welcome you to ICA Specialities.

Sincerely,

**For ICA SPECIALITIES**



HR Manager



# ICA SPECIALITIES

Inks Coatings & Adhesives People

1008/A, Venkateswara Nagar, Perungudi Industrial Estate, Perungudi, Chennai - 600 096, Tamilnadu, India.

## Letter of Offer

REF NO: ICA/HR/2022/05/06

Date: 23.5.2022

Mr. T. ADINESH,  
S/o. A. Thiruselvam  
Thiruvarur.  
Email: adineshthiru123@gmail.com

Dear Mr. ADINESH,

Sub: Job offer  
Ref.: Further to Interview

We are pleased to offer you the position of **Junior Engineer - Production/QC/R&D** in our ICA Specialities based at Chennai/Maduranthakam.

We trust that your knowledge, skills and experience will be among our most valuable assets.

You will be in probation period of 1 year from the date of joining.

This offer letter is valid till 20.06.2022. Please send back a signed copy of this letter indicating your acceptance to join and if you are already employed send us relieving order/resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in ICA Specialities, Perungudi.

This offer is valid only after successful verification of the following documents. (1) 10<sup>th</sup>/12<sup>th</sup> marks statements (2) UG / PG degree certificates (3) Relieving Order from previous organization (4) Experience Certificate (5) Aadhar Card (6) photocopies of your certificates, (7) two color passport-size photos.

We look forward to welcome you to ICA Specialities.

Sincerely,

**For ICA SPECIALITIES**



HR Manager

# ICA SPECIALITIES

Inks Coatings & Adhesives People

1008/A, Venkateswara Nagar, Perungudi Industrial Estate, Perungudi, Chennai - 600 096, Tamilnadu, India.

## Letter of Offer

REF NO: ICA/HR/2022/05/0 8

Date: 23.5.2022

Mr.S. KEERITHIVASAN,  
S/o.N. Sakthivel,  
Nagapattinam.

Dear Mr.Keerthivasan,

Sub: Job offer  
Ref.: Further to Interview

We are pleased to offer you the position of **Junior Engineer - Production/QC/R&D** in our ICA Specialities based at Chennai/Maduranthakam.

We trust that your knowledge, skills and experience will be among our most valuable assets.

You will be in probation a period of 1 year from the date of joining.

This offer letter is valid till 20.06.2022. Please send back a signed copy of this letter indicating your acceptance to join and if you are already employed send us relieving order/resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in ICA Specialities, Perungudi.

This offer is valid only after successful verification of the following documents. (1) 10<sup>th</sup>/12<sup>th</sup> marks statements (2) UG / PG degree certificates (3) Relieving Order from previous organization (4) Experience Certificate (5) Aadhar Card (6) photocopies of your certificates, (7) two color passport-size photos.

We look forward to welcome you to ICA Specialities.

Sincerely,

**For ICA SPECIALITIES**



HR Manager

# ICA SPECIALITIES

Inks Coatings & Adhesives People

1008/A, Venkateswara Nagar, Perungudi Industrial Estate, Perungudi, Chennai - 600 096, Tamilnadu, India.

## Letter of Offer

REF NO: ICA/HR/2022/05/0 10

Date: 23.5.2022

Mr. MOHAMED MOHAIDEEN M,  
S/o. K. Mohamed Alam,  
Vedaranyam.

Dear Mr. Mohamed Mohaideen,

Sub: Job offer  
Ref.: Further to Interview

We are pleased to offer you the position of *Junior Engineer - Production/QC/R&D* in our ICA Specialities based at Chennai/Maduranthakam.

We trust that your knowledge, skills and experience will be among our most valuable assets.

You will be in probation a period of 1 year from the date of joining.

This offer letter is valid till 20.06.2022. Please send back a signed copy of this letter indicating your acceptance to join and if you are already employed send us relieving order/resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in ICA Specialities, Perungudi.

This offer is valid only after successful verification of the following documents. (1) 10<sup>th</sup>/12<sup>th</sup> marks statements (2) UG / PG degree certificates (3) Relieving Order from previous organization (4) Experience Certificate (5) Aadhar Card (6) photocopies of your certificates, (7) two color passport-size photos.

We look forward to welcome you to ICA Specialities.

Sincerely,

For ICA SPECIALITIES



HR Manager

# ICA SPECIALITIES

Inks Coatings & Adhesives People

1008/A, Venkateswara Nagar, Perungudi Industrial Estate, Perungudi, Chennai - 600 096, Tamilnadu, India.

## Letter of Offer

REF NO: ICA/HR/2022/05/0 13

Date: 23.5.2022

Mr.K. DINESH KUMAR,  
S/o.S. Kalyana Kumar,  
Mayiladuthurai.

Dear Mr.Dinesh Kumar,

Sub: Job offer  
Ref.: Further to Interview

We are pleased to offer you the position of **Junior Engineer - Production/QC/R&D** in our ICA Specialities based at Chennai/Maduranthakam.

We trust that your knowledge, skills and experience will be among our most valuable assets.

You will be in probation a period of 1 year from the date of joining.

This offer letter is valid till 20.06.2022. Please send back a signed copy of this letter indicating your acceptance to join and if you are already employed send us relieving order/resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in ICA Specialities, Perungudi.

This offer is valid only after successful verification of the following documents. (1) 10<sup>th</sup>/12<sup>th</sup> marks statements (2) UG / PG degree certificates (3) Relieving Order from previous organization (4) Experience Certificate (5) Aadhar Card (6) photocopies of your certificates, (7) two color passport-size photos.

We look forward to welcome you to ICA Specialities.

Sincerely,

**For ICA SPECIALITIES**



HR Manager

# ICA SPECIALITIES

Inks Coatings & Adhesives People

1008/A, Venkateswara Nagar, Perungudi Industrial Estate, Perungudi, Chennai - 600 096, Tamilnadu, India.

## Letter of Offer

REF NO: ICA/HR/2022/05/0 16

Date: 23.5.2022

Mr.V. SRINIVASAN,  
S/o.A. Veerappan  
Thirukkuvalai.

Dear Mr.Srinivasan,

Sub: Job offer  
Ref.: Further to Interview

We are pleased to offer you the position of **Junior Engineer - Production/QC/R&D** in our ICA Specialities based at Chennai/Maduranthakam.

We trust that your knowledge, skills and experience will be among our most valuable assets.

You will be in probation a period of 1 year from the date of joining.

This offer letter is valid till 20.06.2022. Please send back a signed copy of this letter indicating your acceptance to join and if you are already employed send us relieving order/resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in ICA Specialities, Perungudi.

This offer is valid only after successful verification of the following documents. (1) 10<sup>th</sup>/12<sup>th</sup> marks statements (2) UG / PG degree certificates (3) Relieving Order from previous organization (4) Experience Certificate (5) Aadhar Card (6) photocopies of your certificates, (7) two color passport-size photos.

We look forward to welcome you to ICA Specialities.

Sincerely,

**For ICA SPECIALITIES**



HR Manager

# ICA SPECIALITIES

Inks Coatings & Adhesives People

1008/A, Venkateswara Nagar, Perungudi Industrial Estate, Perungudi, Chennai - 600 096, Tamilnadu, India.

## Letter of Offer

REF NO: ICA/HR/2022/05/0 12

Date: 23.5.2022

Mr.V. VISWANATHAN,  
S/o.P. Veeravel,  
Narimanam,  
Nagapattinam.

Dear Mr.Viswanathan,

Sub: Job offer  
Ref.: Further to Interview

We are pleased to offer you the position of *Junior Engineer - Production/QC/R&D* in our ICA Specialities based at Chennai/Maduranthakam.

We trust that your knowledge, skills and experience will be among our most valuable assets.

You will be in probation a period of 1 year from the date of joining.

This offer letter is valid till 20.06.2022. Please send back a signed copy of this letter indicating your acceptance to join and if you are already employed send us relieving order/resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in ICA Specialities, Perungudi.

This offer is valid only after successful verification of the following documents. (1) 10<sup>th</sup>/12<sup>th</sup> marks statements (2) UG / PG degree certificates (3) Relieving Order from previous organization (4) Experience Certificate (5) Aadhar Card (6) photocopies of your certificates, (7) two color passport-size photos.

We look forward to welcome you to ICA Specialities.

Sincerely,

**For ICA SPECIALITIES**



HR Manager



04.10.2021

Dear ARTHI. M,

**Subject: Letter of Intent for the post of AutoCAD trainee**

We are pleased to offer you, the position of **AutoCAD Trainee** with CADD Leader on the following terms and conditions:

**1. Joining Date**

Your employment will be effective, as of **May 2022**.

**2. Designation**

Your job title will be AutoCAD trainee, and you will report to Mr. R. Satishwaran Head - Designing Department at CADD LEADER

**3. Salary**

Your salary will **Rs. 1,50,000/-** per annum.

**4. Place of posting**

You will be posted at Coimbatore, Tamil Nadu. You may however be required to work at any place of business which the Company has, or may later acquire.

**5. Working Hours**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 09.30 a.m. to 06.00 p.m. and you are expected to work not less than Fifty hours each week, and if necessary for additional hours depending on your responsibilities.

**6. Leave/Holidays**

- You are entitled to casual leave of 01 day per month.
- You are entitled to 02 working days of paid sick leave.
- The Company shall notify a list of declared holidays in the beginning of each year.



#### **7. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

#### **8. Company property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

#### **9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

#### **10. Termination**

- Your appointment can be terminated by the Company, without any reason, by giving you not less than 01 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
- You may terminate your employment with the Company, without any cause, by giving no less than 03 months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

#### **11. Confidential Information**

- You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company.
- For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers 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 organization, its customer lists,



# CADD LEADER<sup>TM</sup>

employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

## 12. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.  
(Your Reference No. - CADD/2022/EGS/B/990)

Thanks & Regards



A handwritten signature in black ink that reads "P. Johnson".

For CADD Leader



04.10.2021

Dear **PRIYADHARSHINE.S,**

**Subject: Letter of Intent for the post of AutoCAD trainee**

We are pleased to offer you, the position of **AutoCAD Trainee** with CADD Leader on the following terms and conditions:

**1. Joining Date**

Your employment will be effective, as of **May 2022**.

**2. Designation**

Your job title will be AutoCAD trainee, and you will report to Mr. R. Satishwaran Head - Designing Department at CADD LEADER

**3. Salary**

Your salary will **Rs. 1,50,000/-** per annum.

**4. Place of posting**

You will be posted at Coimbatore, Tamil Nadu. You may however be required to work at any place of business which the Company has, or may later acquire.

**5. Working Hours**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 09.30 a.m. to 06.00 p.m. and you are expected to work not less than Fifty hours each week, and if necessary for additional hours depending on your responsibilities.

**6. Leave/Holidays**

- You are entitled to casual leave of 01 day per month.
- You are entitled to 02 working days of paid sick leave.
- The Company shall notify a list of declared holidays in the beginning of each year.



#### **7. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

#### **8. Company property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

#### **9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

#### **10. Termination**

- Your appointment can be terminated by the Company, without any reason, by giving you not less than 01 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
- You may terminate your employment with the Company, without any cause, by giving no less than 03 months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

#### **11. Confidential Information**

- You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company.
- For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers 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 organization, its customer lists,

# CADD LEADER™

employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

## 12. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.  
(Your Reference No. - CADD/2022/EGS/B/987)

Thanks & Regards



*R. Johnson*

For CADD Leader



04.10.2021

Dear DHARUN,

**Subject: Letter of Intent for the post of AutoCAD trainee**

We are pleased to offer you, the position of **AutoCAD Trainee** with CADD Leader on the following terms and conditions:

**1. Joining Date**

Your employment will be effective, as of **May 2022**.

**2. Designation**

Your job title will be AutoCAD trainee, and you will report to Mr. R. Satishwaran Head - Designing Department at CADD LEADER

**3. Salary**

Your salary will **Rs. 1,50,000/-** per annum.

**4. Place of posting**

You will be posted at Coimbatore, Tamil Nadu. You may however be required to work at any place of business which the Company has, or may later acquire.

**5. Working Hours**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 09.30 a.m. to 06.00 p.m. and you are expected to work not less than Fifty hours each week, and if necessary for additional hours depending on your responsibilities.

**6. Leave/Holidays**

- You are entitled to casual leave of 01 day per month.
- You are entitled to 02 working days of paid sick leave.
- The Company shall notify a list of declared holidays in the beginning of each year.



#### **7. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

#### **8. Company property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

#### **9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

#### **10. Termination**

- Your appointment can be terminated by the Company, without any reason, by giving you not less than 01 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
- You may terminate your employment with the Company, without any cause, by giving no less than 03 months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

#### **11. Confidential Information**

- You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company.
- For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers 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 organization, its customer lists,

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employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

## 12. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.  
(Your Reference No. - CADD/2022/EGS/B/988)

Thanks & Regards



A handwritten signature in black ink, appearing to read "P. J. Johnson".

For CADD Leader



04.10.2021

Dear VIGNESH. K,

**Subject: Letter of Intent for the post of AutoCAD trainee**

We are pleased to offer you, the position of **AutoCAD Trainee** with CADD Leader on the following terms and conditions:

**1. Joining Date**

Your employment will be effective, as of **May 2022**.

**2. Designation**

Your job title will be AutoCAD trainee, and you will report to Mr. R. Satishwaran Head - Designing Department at CADD LEADER

**3. Salary**

Your salary will **Rs. 1,50,000/-** per annum.

**4. Place of posting**

You will be posted at Coimbatore, Tamil Nadu. You may however be required to work at any place of business which the Company has, or may later acquire.

**5. Working Hours**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 09.30 a.m. to 06.00 p.m. and you are expected to work not less than Fifty hours each week, and if necessary for additional hours depending on your responsibilities.

**6. Leave/Holidays**

- You are entitled to casual leave of 01 day per month.
- You are entitled to 02 working days of paid sick leave.
- The Company shall notify a list of declared holidays in the beginning of each year.





#### **7. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

#### **8. Company property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

#### **9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

#### **10. Termination**

- Your appointment can be terminated by the Company, without any reason, by giving you not less than 01 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
- You may terminate your employment with the Company, without any cause, by giving no less than 03 months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

#### **11. Confidential Information**

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employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

## 12. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.  
(Your Reference No. - CADD/2022/EGS/B/989)

Thanks & Regards



*R. Johnson*

For CADD Leader



04.10.2021

Dear MADHAVAN R,

**Subject: Letter of Intent for the post of AutoCAD trainee**

We are pleased to offer you, the position of **AutoCAD Trainee** with CADD Leader on the following terms and conditions:

**1. Joining Date**

Your employment will be effective, as of **May 2022**.

**2. Designation**

Your job title will be AutoCAD trainee, and you will report to Mr. R. Satishwaran Head - Designing Department at CADD LEADER

**3. Salary**

Your salary will **Rs. 1,50,000/-** per annum.

**4. Place of posting**

You will be posted at Coimbatore, Tamil Nadu. You may however be required to work at any place of business which the Company has, or may later acquire.

**5. Working Hours**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 09.30 a.m. to 06.00 p.m. and you are expected to work not less than Fifty hours each week, and if necessary for additional hours depending on your responsibilities.

**6. Leave/Holidays**

- You are entitled to casual leave of 01 day per month.
- You are entitled to 02 working days of paid sick leave.
- The Company shall notify a list of declared holidays in the beginning of each year.



#### **7. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

#### **8. Company property**

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employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

## 12. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.  
(Your Reference No. - CADD/2022/EGS/B/986)

Thanks & Regards



*P. Johnson*

For CADD Leader



04.10.2021

Dear SOORIYA PRAGASH K,

**Subject: Letter of Intent for the post of AutoCAD trainee**

We are pleased to offer you, the position of **AutoCAD Trainee** with CADD Leader on the following terms and conditions:

**1. Joining Date**

Your employment will be effective, as of **May 2022**.

**2. Designation**

Your job title will be AutoCAD trainee, and you will report to Mr. R. Satishwaran Head - Designing Department at CADD LEADER

**3. Salary**

Your salary will **Rs. 1,50,000/-** per annum.

**4. Place of posting**

You will be posted at Coimbatore, Tamil Nadu. You may however be required to work at any place of business which the Company has, or may later acquire.

**5. Working Hours**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 09.30 a.m. to 06.00 p.m. and you are expected to work not less than Fifty hours each week, and if necessary for additional hours depending on your responsibilities.

**6. Leave/Holidays**

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- The Company shall notify a list of declared holidays in the beginning of each year.



#### **7. Nature of duties**

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employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

## 12. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.  
(Your Reference No. - CADD/2022/EGS/B/984)

Thanks & Regards



*P. Johnson*

For CADD Leader





04.10.2021

Dear UDHAYAKUAMR .P,

**Subject: Letter of Intent for the post of AutoCAD trainee**

We are pleased to offer you, the position of **AutoCAD Trainee** with CADD Leader on the following terms and conditions:

**1. Joining Date**

Your employment will be effective, as of **May 2022**.

**2. Designation**

Your job title will be AutoCAD trainee, and you will report to Mr. R. Sathishwaran Head - Designing Department at CADD LEADER

**3. Salary**

Your salary will **Rs. 1,50,000/-** per annum.

**4. Place of posting**

You will be posted at Coimbatore, Tamil Nadu. You may however be required to work at any place of business which the Company has, or may later acquire.

**5. Working Hours**

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- The Company shall notify a list of declared holidays in the beginning of each year.



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employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

## 12. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.  
(Your Reference No. - CADD/2022/EGS/B/985)

Thanks & Regards



*P. Johnson*

**For CADD Leader**



Pollachi Main Rd, Othakalmandapam,  
Coimbatore 641032.

Offer No.: 2022-OD-147

**OFFER LETTER**

Dear Aripasath G,

Congratulations, we are happy to inform you that you have been selected for the post of site engineer in Rohit Builders. Please read the below-mentioned information carefully and send back the signed offer letter if you are interested in working for our company.

Your work will start from 02<sup>nd</sup> June, 2022. You will be working on probation for the first three months. Your salary would be Rs. 12,500/- per month during the probation period and, hikes will be given according to your work progress every two years. Your annual package would be INR 1.5 LPA.

Best wishes.

For Rohit Builders,  
**Er.A.Mohan Kumar**

**ROHIT BUILDERS**  
Pollachi Main Road,  
Othakalmandapam,  
Coimbatore - 641 032

Date:07-04-2022  
Place: Nagapattinam



Pollachi Main Rd, Othakalmandapam,  
Coimbatore 641032.

Offer No.: 2022-OD-148

**OFFER LETTER**

Dear Abu Firnazh F,

Congratulations, we are happy to inform you that you have been selected for the post of site engineer in Rohit Builders. Please read the below-mentioned information carefully and send back the signed offer letter if you are interested in working for our company.

Your work will start from 02<sup>nd</sup> June, 2022. You will be working on probation for the first three months. Your salary would be Rs. 12,500/- per month during the probation period and, hikes will be given according to your work progress every two years. Your annual package would be INR 1.5 LPA.

Best wishes.

For Rohit Builders,  
**Er.A.Mohan Kumar**

**ROHIT BUILDERS**  
Pollachi Main Road,  
Othakalmandapam,  
Coimbatore - 641 032

Date:07-04-2022  
Place: Nagapattinam



Pollachi Main Rd, Othakalmandapam,  
Coimbatore 641032.

Offer No.: 2022-OD-149

**OFFER LETTER**

Dear Balasundari R,

Congratulations, we are happy to inform you that you have been selected for the post of site engineer in Rohit Builders. Please read the below-mentioned information carefully and send back the signed offer letter if you are interested in working for our company.

Your work will start from 02<sup>nd</sup> June, 2022. You will be working on probation for the first three months. Your salary would be Rs. 12,500/- per month during the probation period and, hikes will be given according to your work progress every two years. Your annual package would be INR 1.5 LPA.

Best wishes.

For Rohit Builders,  
**Er.A.Mohan Kumar**

**ROHIT BUILDERS**  
Pollachi Main Road,  
Othakalmandapam,  
Coimbatore - 641 032

Date:07-04-2022  
Place: Nagapattinam



Pollachi Main Rd, Othakalmandapam,  
Coimbatore 641032.

Offer No.: 2022-OD-150

**OFFER LETTER**

Dear Hariharan K,

Congratulations, we are happy to inform you that you have been selected for the post of site engineer in Rohit Builders. Please read the below-mentioned information carefully and send back the signed offer letter if you are interested in working for our company.

Your work will start from 02<sup>nd</sup> June, 2022. You will be working on probation for the first three months. Your salary would be Rs. 12,500/- per month during the probation period and, hikes will be given according to your work progress every two years. Your annual package would be INR 1.5 LPA.

Best wishes.

For Rohit Builders,  
**Er.A.Mohan Kumar**

**ROHIT BUILDERS**  
Pollachi Main Road,  
Othakalmandapam,  
Coimbatore - 641 032

Date:07-04-2022  
Place: Nagapattinam



Pollachi Main Rd, Othakalmandapam,  
Coimbatore 641032.

Offer No.: 2022-OD-151

**OFFER LETTER**

Dear Mohamed Thasleem T,

Congratulations, we are happy to inform you that you have been selected for the post of site engineer in Rohit Builders. Please read the below-mentioned information carefully and send back the signed offer letter if you are interested in working for our company.

Your work will start from 02<sup>nd</sup> June, 2022. You will be working on probation for the first three months. Your salary would be Rs. 12,500/- per month during the probation period and, hikes will be given according to your work progress every two years. Your annual package would be INR 1.5 LPA.

Best wishes.

For Rohit Builders,  
**Er.A.Mohan Kumar**

**ROHIT BUILDERS**  
Pollachi Main Road,  
Othakalmandapam,  
Coimbatore - 641 032

Date:07-04-2022  
Place: Nagapattinam





Pollachi Main Rd, Othakalmandapam,  
Coimbatore 641032.

Offer No.: 2022-OD-152

**OFFER LETTER**

Dear Shahil Mohamed M,

Congratulations, we are happy to inform you that you have been selected for the post of site engineer in Rohit Builders. Please read the below-mentioned information carefully and send back the signed offer letter if you are interested in working for our company.

Your work will start from 02<sup>nd</sup> June, 2022. You will be working on probation for the first three months. Your salary would be Rs. 12,500/- per month during the probation period and, hikes will be given according to your work progress every two years. Your annual package would be INR 1.5 LPA.

Best wishes.

For Rohit Builders,  
**Er.A.Mohan Kumar**

**ROHIT BUILDERS**  
Pollachi Main Road,  
Othakalmandapam,  
Coimbatore - 641 032

Date:07-04-2022  
Place: Nagapattinam



Pollachi Main Rd, Othakalmandapam,  
Coimbatore 641032.

Offer No.: 2022-OD-153

**OFFER LETTER**

Dear Tamil Vendhan D,

Congratulations, we are happy to inform you that you have been selected for the post of site engineer in Rohit Builders. Please read the below-mentioned information carefully and send back the signed offer letter if you are interested in working for our company.

Your work will start from 02<sup>nd</sup> June, 2022. You will be working on probation for the first three months. Your salary would be Rs. 12,500/- per month during the probation period and, hikes will be given according to your work progress every two years. Your annual package would be INR 1.5 LPA.

Best wishes.

For Rohit Builders,  
Er.A.Mohan Kumar

**ROHIT BUILDERS**  
Pollachi Main Road,  
Othakalmandapam,  
Coimbatore - 641 032

Date:07-04-2022  
Place: Nagapattinam



Pollachi Main Rd, Othakalmandapam,  
Coimbatore 641032.

Offer No.: 2022-OD-154

**OFFER LETTER**

Dear Mohamed Arafat,

Congratulations, we are happy to inform you that you have been selected for the post of site engineer in Rohit Builders. Please read the below-mentioned information carefully and send back the signed offer letter if you are interested in working for our company.

Your work will start from 02<sup>nd</sup> June, 2022. You will be working on probation for the first three months. Your salary would be Rs. 12,500/- per month during the probation period and, hikes will be given according to your work progress every two years. Your annual package would be INR 1.5 LPA.

Best wishes.

For Rohit Builders,  
**Er.A.Mohan Kumar**

**ROHIT BUILDERS**  
Pollachi Main Road,  
Othakalmandapam,  
Coimbatore - 641 032

Date:07-04-2022  
Place: Nagapattinam



Pollachi Main Rd, Othakalmandapam,  
Coimbatore 641032.

Offer No.: 2022-OD-155

**OFFER LETTER**

Dear Vinoth S,

Congratulations, we are happy to inform you that you have been selected for the post of site engineer in Rohit Builders. Please read the below-mentioned information carefully and send back the signed offer letter if you are interested in working for our company.

Your work will start from 02<sup>nd</sup> June, 2022. You will be working on probation for the first three months. Your salary would be Rs. 12,500/- per month during the probation period and, hikes will be given according to your work progress every two years. Your annual package would be INR 1.5 LPA.

Best wishes.

For Rohit Builders,  
Er.A.Mohan Kumar

**ROHIT BUILDERS**  
Pollachi Main Road,  
Othakalmandapam,  
Coimbatore - 641 032

Date:07-04-2022  
Place: Nagapattinam



Pollachi Main Rd, Othakalmandapam,  
Coimbatore 641032.

Offer No.: 2022-OD-156

**OFFER LETTER**

Dear Selvaganapathy,

Congratulations, we are happy to inform you that you have been selected for the post of site engineer in Rohit Builders. Please read the below-mentioned information carefully and send back the signed offer letter if you are interested in working for our company.

Your work will start from 02<sup>nd</sup> June, 2022. You will be working on probation for the first three months. Your salary would be Rs. 12,500/- per month during the probation period and, hikes will be given according to your work progress every two years. Your annual package would be INR 1.5 LPA.

Best wishes.

For Rohit Builders,  
Er.A.Mohan Kumar

**ROHIT BUILDERS**  
Pollachi Main Road,  
Othakalmandapam,  
Coimbatore - 641 032

Date:07-04-2022  
Place: Nagapattinam



Pollachi Main Rd, Othakalmandapam,  
Coimbatore 641032.

Offer No.: 2022-OD-157

**OFFER LETTER**

Dear Mohamed Ajmal I,

Congratulations, we are happy to inform you that you have been selected for the post of site engineer in Rohit Builders. Please read the below-mentioned information carefully and send back the signed offer letter if you are interested in working for our company.

Your work will start from 02<sup>nd</sup> June, 2022. You will be working on probation for the first three months. Your salary would be Rs. 12,500/- per month during the probation period and, hikes will be given according to your work progress every two years. Your annual package would be INR 1.5 LPA.

Best wishes.

For Rohit Builders,  
Er.A.Mohan Kumar

Date:07-04-2022  
Place: Nagapattinam

**ROHIT BUILDERS**  
Pollachi Main Road,  
Othakalmandapam,  
Coimbatore - 641 032



Pollachi Main Rd, Othakalmandapam,  
Coimbatore 641032.

Offer No.: 2022-OD-158

**OFFER LETTER**

Dear Prathap.V,

Congratulations, we are happy to inform you that you have been selected for the post of site engineer in Rohit Builders. Please read the below-mentioned information carefully and send back the signed offer letter if you are interested in working for our company.

Your work will start from 02<sup>nd</sup> June, 2022. You will be working on probation for the first three months. Your salary would be Rs. 12,500/- per month during the probation period and, hikes will be given according to your work progress every two years. Your annual package would be INR 1.5 LPA.

Best wishes.

For Rohit Builders,  
**Er.A.Mohan Kumar**

**ROHIT BUILDERS**  
Pollachi Main Road,  
Othakalmandapam,  
Coimbatore - 641 032

Date:07-04-2022  
Place: Nagapattinam



Pollachi Main Rd, Othakalmandapam,  
Coimbatore 641032.

Offer No.: 2022-OD-159

**OFFER LETTER**

Dear Sundar .S,

Congratulations, we are happy to inform you that you have been selected for the post of site engineer in Rohit Builders. Please read the below-mentioned information carefully and send back the signed offer letter if you are interested in working for our company.

Your work will start from 02<sup>nd</sup> June, 2022. You will be working on probation for the first three months. Your salary would be Rs. 12,500/- per month during the probation period and, hikes will be given according to your work progress every two years. Your annual package would be INR 1.5 LPA.

Best wishes.

For Rohit Builders,  
**Er.A.Mohan Kumar**

**ROHIT BUILDERS**  
Pollachi Main Road,  
Othakalmandapam,  
Coimbatore - 641 032

Date:07-04-2022  
Place: Nagapattinam





Pollachi Main Rd, Othakalmandapam,  
Coimbatore 641032.

Offer No.: 2022-OD-160

**OFFER LETTER**

Dear Vasanthakumar T,

Congratulations, we are happy to inform you that you have been selected for the post of site engineer in Rohit Builders. Please read the below-mentioned information carefully and send back the signed offer letter if you are interested in working for our company.

Your work will start from 02<sup>nd</sup> June, 2022. You will be working on probation for the first three months. Your salary would be Rs. 12,500/- per month during the probation period and, hikes will be given according to your work progress every two years. Your annual package would be INR 1.5 LPA.

Best wishes.

For Rohit Builders,  
Er.A.Mohan Kumar

Date:07-04-2022  
Place: Nagapattinam

**ROHIT BUILDERS**  
Pollachi Main Road,  
Othakalmandapam,  
Coimbatore - 641 032



# WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED

CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

WSSEMP/HR/OL-21/2022-23

Dated: Saturday, May 28, 2022

## OFFER LETTER

To,  
**Mr. Siva Surya V**

This is with Reference to your Application and the Subsequent Interview you had with us:  
We are pleased to Offer you the Position with us a **Trainee – Java Script Developer** and duly  
**Designated** as “**Junior MERN Stack Developer**”

You are requested **to join** our firm **on or before 05/ 06/ 2022** as per our discussion, failing to  
report on a specified Date leads to consideration of the Offer as Void.

Your Remuneration at the Commencement of your Services would be Total Cost to Company  
(TCTC) of **Rs.8,000 INR/Per Month**(Taxation is based on Prevailing Tax Laws and based upon  
which Tax will be Deducted at Source). for first five months during probation period and **12,500  
INR/Per Month** (Taxation is based on Prevailing Tax Laws and based upon which Tax will be  
Deducted at Source). After successful completion of probation period. The details of detailed  
remuneration will be sent as a separate Letter.

You will be Located at **Nagore**. You will be required to work in with our Client(s) in different  
Project(s)/ for the purpose of discharging your duties as situation demands.

This offer will be valid till the Completion of Your Assignment in the Project or Completion of this  
Project or Expiry of Purchase Order.

During the Tenure of your Service, you are bound by Rules, Regulations & Policies of the  
Company.

+91 9791 38 5660

+91 9025 74 2144

support@wahmisoft.com

426, Main Road, Nagore - 611002, TN, INDIA.

www.wahmisoft.com



# WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED

CIN : U72900TN2017PTCH19080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

This offer is Valid Subject to the Authenticity of the Document(s)/ Information provided to us.

We are sure you will make best use of the Offer and Contribute Substantially to the success of our organization and fully justify the confidence placed in you by our management. Wishing you all the Best!

Yours Truly,

Mohamed Ghowdhul Arifeen M

CEO/ Managing Director – Wahmi Softwares & Solutions Private Limited

Email : [mgarifeen@wahmisoft.com](mailto:mgarifeen@wahmisoft.com)

Mobile: +91- 9025742144

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# WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED

CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

DOCUMENTS TO BE SUBMITTED DURING JOINING FORMALITY		
Sl. #	DOCUMENT(S)	SPECIFICATION(S)
1	Acknowledgement/ Acceptance Copy of Offer Letter	Copy of Acceptance on Offer Letter Signed by Candidate
2	Copies of Educational Qualification(s)	Statement of Mark(s) of SSC/ HSC, Graduation/ P.G. along with Provisional/ Convocational Certificate(s)
3	Copies of Professional Qualification(s)	Engg. Dip., B.E./ B.Tech., M.E./ M.Tech. or M.B.A./ M.C.A.
4	Copies of Technical Certification(s)	Type Writing/ Computing/ Tech'l Training, etc.
5	Copies of Competency Certification(s)	Skills/ Competency Development, etc.
6	Copies of Relieving Letter & Experience Certificate(s) of Previous Employer(s)	Both Document(s) in Combined Form is also accepted/ Acceptance of Resignation by Previous Employer (if former is not available)
7	Copies of Last Three Month(s) Payslip(s) of Previous Employer	Wage Slip(s) provided by previous employer (Hard/ Digital Copy)
8	Copy of PAN Card	Mandatory Requirement/ Apply & Provide within 15 Working Day(s) if not possessed
9	Copy of ID Proof	PAN/ Aadhaar Card/ Driving Licence/ Voter's ID Card, Passport, etc.
10	Copy of Address Proof	Aadhaar Card/ Ration Card/ Passport/ Driving Licence/ Electricity Bill/ Post-paid Ph. Bill/ Nationalised Bank A/c Passbook, etc.
11	Bank A/c No. (Axis Bank Only)	Mandatory Provision/ Provide or Fill in Application form Day(s)
12	Passport Size - Colour Photograph(s) - 5 Nos.	Mandatory Provision/ Avail & Provide on the Date of Joining
13	Medical Fitness Certificate	To be availed from a Govt. Authorised Physician
14	Form - 16 (TDS) from Previous Employer (if	If Applicable under Tax Purview

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# WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED

CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

	Applicable)	
15	Investment Declaration Form (if Applicable)	If Applicable under Tax Purview
<b>FORMS TO BE FILLED IN DURING JOINING FORMALITY</b>		
<b>Sl. #</b>	<b>FORM(S)</b>	
1	Employee Information Form	Mandatory/ Needs to be Filled-up & Submitted on the Date of Joining
2	ESI - Declaration Form (Form - 1)	Only for ESI Covered Employees
3	EPF/ EPS - Nomination & Declaration Form (Form - 2)	Mandatory/ Needs to be Filled-up & Submitted on the Date of Joining

## Wahmi Softwares & Solutions Private Limited - Contact Details:

Mr Mohamed Ghowdhul Arifeen

(CEO/ Managing Director - **For Escalations Only**)

Email : [mgarifeen@wahmisoft.com](mailto:mgarifeen@wahmisoft.com)

Mobile: +91- 9025742144

Mr.Jasrudeen Fouzain (Admin - Point of Contact)

Email : [jasrudeen@wahmisoft.com](mailto:jasrudeen@wahmisoft.com)

Mobile: +91- 99655 15448

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# WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED

CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

WSSEMP/HR/OL-23/2022-23

Dated: Saturday, May 28, 2022

## OFFER LETTER

To,  
Miss. Keerthana K

This is with Reference to your Application and the Subsequent Interview you had with us:  
We are pleased to Offer you the Position with us a **Trainee – Web Developer** and duly  
**Designated** as “**Junior Web Developer**”

You are requested **to join** our firm **on or before 05/ 06/ 2022** as per our discussion, failing to  
report on a specified Date leads to consideration of the Offer as Void.

Your Remuneration at the Commencement of your Services would be Total Cost to Company  
(TCTC) of **Rs.8,000 INR/Per Month**(Taxation is based on Prevailing Tax Laws and based upon  
which Tax will be Deducted at Source). for first six months during probation period (as  
internship) and **12,500 INR/Per Month** (Taxation is based on Prevailing Tax Laws and based  
upon which Tax will be Deducted at Source). After successful completion of probation period  
(Internship). The details of detailed remuneration will be sent as a separate Letter.

You will be Located at **Nagore**. You will be required to work in with our Client(s) in different  
Project(s)/ for the purpose of discharging your duties as situation demands.

This offer will be valid till the Completion of Your Assignment in the Project or Completion of this  
Project or Expiry of Purchase Order.

During the Tenure of your Service, you are bound by Rules, Regulations & Policies of the  
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# WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED

CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

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3	Copies of Professional Qualification(s)	Engg. Dip., B.E./ B.Tech., M.E./ M.Tech. or M.B.A./ M.C.A.
4	Copies of Technical Certification(s)	Type Writing/ Computing/ Tech'l Training, etc.
5	Copies of Competency Certification(s)	Skills/ Competency Development, etc.
6	Copies of Relieving Letter & Experience Certificate(s) of Previous Employer(s)	Both Document(s) in Combined Form is also accepted/ Acceptance of Resignation by Previous Employer (if former is not available)
7	Copies of Last Three Month(s) Payslip(s) of Previous Employer	Wage Slip(s) provided by previous employer (Hard/ Digital Copy)
8	Copy of PAN Card	Mandatory Requirement/ Apply & Provide within 15 Working Day(s) if not possessed
9	Copy of ID Proof	PAN/ Aadhaar Card/ Driving Licence/ Voter's ID Card, Passport, etc.
10	Copy of Address Proof	Aadhaar Card/ Ration Card/ Passport/ Driving Licence/ Electricity Bill/ Post-paid Ph. Bill/ Nationalised Bank A/c Passbook, etc.
11	Bank A/c No. (Axis Bank Only)	Mandatory Provision/ Provide or Fill in Application form Day(s)
12	Passport Size - Colour Photograph(s) - 5 Nos.	Mandatory Provision/ Avail & Provide on the Date of Joining
13	Medical Fitness Certificate	To be availed from a Govt. Authorised Physician
14	Form - 16 (TDS) from Previous Employer (if	If Applicable under Tax Purview

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CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

WSSEMP/HR/OL-20/2022-23

Dated: Saturday, May 28, 2022

## OFFER LETTER

To,  
Mr. Syed Ali S

This is with Reference to your Application and the Subsequent Interview you had with us:  
We are pleased to Offer you the Position with us a **Trainee – Mobile App Development Engineer**  
and duly **Designated** as “**Junior Mobile App Developer**”

You are requested to **join** our firm **on or before 05/ 06/ 2022** as per our discussion, failing to report on a specified Date leads to consideration of the Offer as Void.

Your Remuneration at the Commencement of your Services would be Total Cost to Company (TCTC) of **Rs.8,000 INR/Per Month**(Taxation is based on Prevailing Tax Laws and based upon which Tax will be Deducted at Source). for first five months during probation period and **12,500 INR/Per Month** (Taxation is based on Prevailing Tax Laws and based upon which Tax will be Deducted at Source). After successful completion of probation period. The details of detailed remuneration will be sent as a separate Letter.

You will be Located at **Nagore**. You will be required to work in with our Client(s) in different Project(s)/ for the purpose of discharging your duties as situation demands.

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CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

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We are sure you will make best use of the Offer and Contribute Substantially to the success of our organization and fully justify the confidence placed in you by our management. Wishing you all the Best!

Yours Truly,

Mohamed Ghowdhul Arifeen M

CEO/ Managing Director – Wahmi Softwares & Solutions Private Limited

Email : [mgarifeen@wahmisoft.com](mailto:mgarifeen@wahmisoft.com)

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9	Copy of ID Proof	PAN/ Aadhaar Card/ Driving Licence/ Voter's ID Card, Passport, etc.
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13	Medical Fitness Certificate	To be availed from a Govt. Authorised Physician
14	Form - 16 (TDS) from Previous Employer (if	If Applicable under Tax Purview

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# WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED

CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

	Applicable)	
15	Investment Declaration Form (if Applicable)	If Applicable under Tax Purview
<b>FORMS TO BE FILLED IN DURING JOINING FORMALITY</b>		
<b>Sl. #</b>	<b>FORM(S)</b>	
1	Employee Information Form	Mandatory/ Needs to be Filled-up & Submitted on the Date of Joining
2	ESI - Declaration Form (Form - 1)	Only for ESI Covered Employees
3	EPF/ EPS - Nomination & Declaration Form (Form - 2)	Mandatory/ Needs to be Filled-up & Submitted on the Date of Joining

## Wahmi Softwares & Solutions Private Limited - Contact Details:

Mr Mohamed Ghowdhul Arifeen

(CEO/ Managing Director - **For Escalations Only**)

Email : [mgarifeen@wahmisoft.com](mailto:mgarifeen@wahmisoft.com)

Mobile: +91- 9025742144

Mr.Jasrudeen Fouzain (Admin - Point of Contact)

Email : [jasrudeen@wahmisoft.com](mailto:jasrudeen@wahmisoft.com)

Mobile: +91- 99655 15448

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# WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED

CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

WSSEMP/HR/OL-22/2022-23

Dated: Saturday, May 28, 2022

## OFFER LETTER

To,  
Miss. Meena M

This is with Reference to your Application and the Subsequent Interview you had with us:  
We are pleased to Offer you the Position with us a **Trainee – Web Developer** and duly  
**Designated** as "**Junior Web Developer**"

You are requested to **join** our firm **on or before 05/ 06/ 2022** as per our discussion, failing to report on a specified Date leads to consideration of the Offer as Void.

Your Remuneration at the Commencement of your Services would be Total Cost to Company (TCTC) of **Rs.8,000 INR/Per Month**(Taxation is based on Prevailing Tax Laws and based upon which Tax will be Deducted at Source). for first six months during probation period (as internship) and **12,500 INR/Per Month** (Taxation is based on Prevailing Tax Laws and based upon which Tax will be Deducted at Source). After successful completion of probation period (Internship). The details of detailed remuneration will be sent as a separate Letter.

You will be Located at **Nagore**. You will be required to work in with our Client(s) in different Project(s)/ for the purpose of discharging your duties as situation demands.

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During the Tenure of your Service, you are bound by Rules, Regulations & Policies of the Company.

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# WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED

CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

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We are sure you will make best use of the Offer and Contribute Substantially to the success of our organization and fully justify the confidence placed in you by our management. Wishing you all the Best!

Yours Truly,

Mohamed Ghowdhul Arifeen M

CEO/ Managing Director – Wahmi Softwares & Solutions Private Limited

Email : [mgarifeen@wahmisoft.com](mailto:mgarifeen@wahmisoft.com)

Mobile: +91- 9025742144

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CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

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5	Copies of Competency Certification(s)	Skills/ Competency Development, etc.
6	Copies of Relieving Letter & Experience Certificate(s) of Previous Employer(s)	Both Document(s) in Combined Form is also accepted/ Acceptance of Resignation by Previous Employer (if former is not available)
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9	Copy of ID Proof	PAN/ Aadhaar Card/ Driving Licence/ Voter's ID Card, Passport, etc.
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11	Bank A/c No. (Axis Bank Only)	Mandatory Provision/ Provide or Fill in Application form Day(s)
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13	Medical Fitness Certificate	To be availed from a Govt. Authorised Physician
14	Form - 16 (TDS) from Previous Employer (if	If Applicable under Tax Purview

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# WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED

CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

	Applicable)	
15	Investment Declaration Form (if Applicable)	If Applicable under Tax Purview
<b>FORMS TO BE FILLED IN DURING JOINING FORMALITY</b>		
<b>Sl. #</b>	<b>FORM(S)</b>	
1	Employee Information Form	Mandatory/ Needs to be Filled-up & Submitted on the Date of Joining
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3	EPF/ EPS - Nomination & Declaration Form (Form - 2)	Mandatory/ Needs to be Filled-up & Submitted on the Date of Joining

## Wahmi Softwares & Solutions Private Limited - Contact Details:

Mr Mohamed Ghowdhul Arifeen

(CEO/ Managing Director - **For Escalations Only**)

Email : [mgarifeen@wahmisoft.com](mailto:mgarifeen@wahmisoft.com)

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Mr.Jasrudeen Fouzain (Admin - Point of Contact)

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Date: 20 April 2022

## Letter of Intent

Dear AARTHI R,

Congratulations on being admitted as a **Trainee** in HGS International Services Private Limited ("HGS ISPL") for a period of days/weeks for our client process, at the training being impacted by HGS ISPL meets the requirements for an Associate level position with our company. Consequently, Hinduja Global Solutions Limited ("HGS") is pleased to offer you an opportunity for employment, subject to the terms and conditions contained in this letter.

1. You shall be required to pass the mandated evaluations and exams and successfully complete the training mentioned above. Your offer of employment with HGS is conditional upon your successful completion of the training program and upon your satisfactory performance in the evaluations and interviews conducted by HGS prior to the issue of a final letter of appointment.
2. This offer is made with the specific understanding that there is no obligation on the part of the HGS to offer you an appointment on completion of the training. This offer letter has been issued with the intention of encouraging you to complete the training program, thereby increasing your chances of being offered a position with HGS. You acknowledge and agree that completion of the training course does not, in and of itself, guarantee an offer of employment from HGS or any of its affiliates or subsidiaries, and any such offer shall be made at HGS' sole and absolute discretion.
3. You will not be entitled to claim any compensation from HGS, or any of its affiliates or subsidiaries, for participation in the training program. You acknowledge and agree that receipt of this conditional offer letter does not make you an employee of HGS and that you will not be entitled to any of the compensation and benefits afforded to an HGS employee unless and until you receive a final letter of appointment from HGS.

Subject to the terms contained herein, HGS conditionally offers you a position with our organization, with a designation of Associate and an estimated salary of **Rs. 1,44,000**. Please ensure that you carry this letter with you for your interview at HGS and present it to the concerned person.

Reference No : **87625**

Yours truly,  
For Hinduja Global Solutions Limited

A handwritten signature in black ink, appearing to read 'James Job', is written over a horizontal line.

NAME : James Job  
DESIGNATION: Vice President-Talent Acquisition





Date: 20 April 2022

## Letter of Intent

Dear ABISHA R,

Congratulations on being admitted as a **Trainee** in HGS International Services Private Limited ("HGS ISPL") for a period of days/weeks for our client process, at the training being impacted by HGS ISPL meets the requirements for an Associate level position with our company. Consequently, Hinduja Global Solutions Limited ("HGS") is pleased to offer you an opportunity for employment, subject to the terms and conditions contained in this letter.

1. You shall be required to pass the mandated evaluations and exams and successfully complete the training mentioned above. Your offer of employment with HGS is conditional upon your successful completion of the training program and upon your satisfactory performance in the evaluations and interviews conducted by HGS prior to the issue of a final letter of appointment.
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3. You will not be entitled to claim any compensation from HGS, or any of its affiliates or subsidiaries, for participation in the training program. You acknowledge and agree that receipt of this conditional offer letter does not make you an employee of HGS and that you will not be entitled to any of the compensation and benefits afforded to an HGS employee unless and until you receive a final letter of appointment from HGS.

Subject to the terms contained herein, HGS conditionally offers you a position with our organization, with a designation of Associate and an estimated salary of **Rs. 1,44,000**. Please ensure that you carry this letter with you for your interview at HGS and present it to the concerned person.

Reference No : **87626**

Yours truly,  
For Hinduja Global Solutions Limited

NAME : James Job  
DESIGNATION: Vice President-Talent Acquisition



Date: 20 April 2022

## Letter of Intent

Dear FARISH AHAMED S,

Congratulations on being admitted as a **Trainee** in HGS International Services Private Limited ("HGS ISPL") for a period of days/weeks for our client process, at the training being impacted by HGS ISPL meets the requirements for an Associate level position with our company. Consequently, Hinduja Global Solutions Limited ("HGS") is pleased to offer you an opportunity for employment, subject to the terms and conditions contained in this letter.

1. You shall be required to pass the mandated evaluations and exams and successfully complete the training mentioned above. Your offer of employment with HGS is conditional upon your successful completion of the training program and upon your satisfactory performance in the evaluations and interviews conducted by HGS prior to the issue of a final letter of appointment.
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Subject to the terms contained herein, HGS conditionally offers you a position with our organization, with a designation of Associate and an estimated salary of **Rs. 1,44,000**. Please ensure that you carry this letter with you for your interview at HGS and present it to the concerned person.

Reference No : **87627**

Yours truly,  
For Hinduja Global Solutions Limited

A handwritten signature in dark ink, appearing to read 'James Job', is written over a horizontal line.

NAME : James Job  
DESIGNATION: Vice President-Talent Acquisition



Date: 20 April 2022

## Letter of Intent

Dear GUNA K,

Congratulations on being admitted as a **Trainee** in HGS International Services Private Limited ("HGS ISPL") for a period of days/weeks for our client process, at the training being impacted by HGS ISPL meets the requirements for an Associate level position with our company. Consequently, Hinduja Global Solutions Limited ("HGS") is pleased to offer you an opportunity for employment, subject to the terms and conditions contained in this letter.

1. You shall be required to pass the mandated evaluations and exams and successfully complete the training mentioned above. Your offer of employment with HGS is conditional upon your successful completion of the training program and upon your satisfactory performance in the evaluations and interviews conducted by HGS prior to the issue of a final letter of appointment.

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Subject to the terms contained herein, HGS conditionally offers you a position with our organization, with a designation of Associate and an estimated salary of **Rs. 1,44,000**. Please ensure that you carry this letter with you for your interview at HGS and present it to the concerned person.

Reference No : **87628**

Yours truly,  
For Hinduja Global Solutions Limited

A handwritten signature in black ink, appearing to read 'James Job', is written over a horizontal line.

NAME : James Job  
DESIGNATION: Vice President-Talent Acquisition



Date: 20 April 2022

## Letter of Intent

Dear IYYAPPAN P,

Congratulations on being admitted as a **Trainee** in HGS International Services Private Limited ("HGS ISPL") for a period of days/weeks for our client process, at the training being impacted by HGS ISPL meets the requirements for an Associate level position with our company. Consequently, Hinduja Global Solutions Limited ("HGS") is pleased to offer you an opportunity for employment, subject to the terms and conditions contained in this letter.

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2. This offer is made with the specific understanding that there is no obligation on the part of the HGS to offer you an appointment on completion of the training. This offer letter has been issued with the intention of encouraging you to complete the training program, thereby increasing your chances of being offered a position with HGS. You acknowledge and agree that completion of the training course does not, in and of itself, guarantee an offer of employment from HGS or any of its affiliates or subsidiaries, and any such offer shall be made at HGS' sole and absolute discretion.
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Subject to the terms contained herein, HGS conditionally offers you a position with our organization, with a designation of Associate and an estimated salary of **Rs. 1,44,000**. Please ensure that you carry this letter with you for your interview at HGS and present it to the concerned person.

Reference No : **87629**

Yours truly,  
For Hinduja Global Solutions Limited

NAME : James Job  
DESIGNATION: Vice President-Talent Acquisition



Date: 20 April 2022

## Letter of Intent

Dear JEANVERGHES J,

Congratulations on being admitted as a **Trainee** in HGS International Services Private Limited ("HGS ISPL") for a period of days/weeks for our client process, at the training being impacted by HGS ISPL meets the requirements for an Associate level position with our company. Consequently, Hinduja Global Solutions Limited ("HGS") is pleased to offer you an opportunity for employment, subject to the terms and conditions contained in this letter.

1. You shall be required to pass the mandated evaluations and exams and successfully complete the training mentioned above. Your offer of employment with HGS is conditional upon your successful completion of the training program and upon your satisfactory performance in the evaluations and interviews conducted by HGS prior to the issue of a final letter of appointment.
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3. You will not be entitled to claim any compensation from HGS, or any of its affiliates or subsidiaries, for participation in the training program. You acknowledge and agree that receipt of this conditional offer letter does not make you an employee of HGS and that you will not be entitled to any of the compensation and benefits afforded to an HGS employee unless and until you receive a final letter of appointment from HGS.

Subject to the terms contained herein, HGS conditionally offers you a position with our organization, with a designation of Associate and an estimated salary of **Rs. 1,44,000**. Please ensure that you carry this letter with you for your interview at HGS and present it to the concerned person.

Reference No : **87630**

Yours truly,  
For Hinduja Global Solutions Limited

A handwritten signature in black ink, appearing to read 'James Job', is written over a horizontal line.

NAME : James Job  
DESIGNATION: Vice President-Talent Acquisition



Date: 20 April 2022

## Letter of Intent

Dear MAHALAKSHMI R,

Congratulations on being admitted as a **Trainee** in HGS International Services Private Limited ("HGS ISPL") for a period of days/weeks for our client process, at the training being impacted by HGS ISPL meets the requirements for an Associate level position with our company. Consequently, Hinduja Global Solutions Limited ("HGS") is pleased to offer you an opportunity for employment, subject to the terms and conditions contained in this letter.

1. You shall be required to pass the mandated evaluations and exams and successfully complete the training mentioned above. Your offer of employment with HGS is conditional upon your successful completion of the training program and upon your satisfactory performance in the evaluations and interviews conducted by HGS prior to the issue of a final letter of appointment.
2. This offer is made with the specific understanding that there is no obligation on the part of the HGS to offer you an appointment on completion of the training. This offer letter has been issued with the intention of encouraging you to complete the training program, thereby increasing your chances of being offered a position with HGS. You acknowledge and agree that completion of the training course does not, in and of itself, guarantee an offer of employment from HGS or any of its affiliates or subsidiaries, and any such offer shall be made at HGS' sole and absolute discretion.
3. You will not be entitled to claim any compensation from HGS, or any of its affiliates or subsidiaries, for participation in the training program. You acknowledge and agree that receipt of this conditional offer letter does not make you an employee of HGS and that you will not be entitled to any of the compensation and benefits afforded to an HGS employee unless and until you receive a final letter of appointment from HGS.

Subject to the terms contained herein, HGS conditionally offers you a position with our organization, with a designation of Associate and an estimated salary of **Rs. 1,44,000**. Please ensure that you carry this letter with you for your interview at HGS and present it to the concerned person.

Reference No : **87631**

Yours truly,  
For Hinduja Global Solutions Limited

NAME : James Job  
DESIGNATION: Vice President-Talent Acquisition



Date: 20 April 2022

## Letter of Intent

Dear NITHESHKUMAR D,

Congratulations on being admitted as a **Trainee** in HGS International Services Private Limited ("HGS ISPL") for a period of days/weeks for our client process, at the training being impacted by HGS ISPL meets the requirements for an Associate level position with our company. Consequently, Hinduja Global Solutions Limited ("HGS") is pleased to offer you an opportunity for employment, subject to the terms and conditions contained in this letter.

1. You shall be required to pass the mandated evaluations and exams and successfully complete the training mentioned above. Your offer of employment with HGS is conditional upon your successful completion of the training program and upon your satisfactory performance in the evaluations and interviews conducted by HGS prior to the issue of a final letter of appointment.

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Subject to the terms contained herein, HGS conditionally offers you a position with our organization, with a designation of Associate and an estimated salary of **Rs. 1,44,000**. Please ensure that you carry this letter with you for your interview at HGS and present it to the concerned person.

Reference No : **87632**

Yours truly,  
For Hinduja Global Solutions Limited

NAME : James Job  
DESIGNATION: Vice President-Talent Acquisition



Date: 20 April 2022

## Letter of Intent

Dear PRAVEEN B,

Congratulations on being admitted as a **Trainee** in HGS International Services Private Limited ("HGS ISPL") for a period of days/weeks for our client process, at the training being impacted by HGS ISPL meets the requirements for an Associate level position with our company. Consequently, Hinduja Global Solutions Limited ("HGS") is pleased to offer you an opportunity for employment, subject to the terms and conditions contained in this letter.

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Subject to the terms contained herein, HGS conditionally offers you a position with our organization, with a designation of Associate and an estimated salary of **Rs. 1,44,000**. Please ensure that you carry this letter with you for your interview at HGS and present it to the concerned person.

Reference No : **87633**

Yours truly,  
For Hinduja Global Solutions Limited

NAME : James Job  
DESIGNATION: Vice President-Talent Acquisition





Date: 20 April 2022

## Letter of Intent

Dear PRIYADHARSHINI P,

Congratulations on being admitted as a Trainee in HGS International Services Private Limited ("HGS ISPL") for a period of days/weeks for our client process, at the training being impacted by HGS ISPL meets the requirements for an Associate level position with our company. Consequently, Hinduja Global Solutions Limited ("HGS") is pleased to offer you an opportunity for employment, subject to the terms and conditions contained in this letter.

1. You shall be required to pass the mandated evaluations and exams and successfully complete the training mentioned above. Your offer of employment with HGS is conditional upon your successful completion of the training program and upon your satisfactory performance in the evaluations and interviews conducted by HGS prior to the issue of a final letter of appointment.
2. This offer is made with the specific understanding that there is no obligation on the part of the HGS to offer you an appointment on completion of the training. This offer letter has been issued with the intention of encouraging you to complete the training program, thereby increasing your chances of being offered a position with HGS. You acknowledge and agree that completion of the training course does not, in and of itself, guarantee an offer of employment from HGS or any of its affiliates or subsidiaries, and any such offer shall be made at HGS' sole and absolute discretion.
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Subject to the terms contained herein, HGS conditionally offers you a position with our organization, with a designation of Associate and an estimated salary of **Rs. 1,44,000**. Please ensure that you carry this letter with you for your interview at HGS and present it to the concerned person.

Reference No : **87634**

Yours truly,  
For Hinduja Global Solutions Limited

A handwritten signature in black ink, appearing to read 'James Job', is written over a horizontal line.

NAME : James Job  
DESIGNATION: Vice President-Talent Acquisition



Date: 20 April 2022

## Letter of Intent

Dear SHAIK ABDULLA A,

Congratulations on being admitted as a **Trainee** in HGS International Services Private Limited ("HGS ISPL") for a period of days/weeks for our client process, at the training being impacted by HGS ISPL meets the requirements for an Associate level position with our company. Consequently, Hinduja Global Solutions Limited ("HGS") is pleased to offer you an opportunity for employment, subject to the terms and conditions contained in this letter.

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Subject to the terms contained herein, HGS conditionally offers you a position with our organization, with a designation of Associate and an estimated salary of **Rs. 1,44,000**. Please ensure that you carry this letter with you for your interview at HGS and present it to the concerned person.

Reference No : **87635**

Yours truly,  
For Hinduja Global Solutions Limited

A handwritten signature in black ink, appearing to read 'James Job', is written over a horizontal line.

NAME : James Job  
DESIGNATION: Vice President-Talent Acquisition



Date: 20 April 2022

## Letter of Intent

Dear SHANMUGARAJ R,

Congratulations on being admitted as a **Trainee** in HGS International Services Private Limited ("HGS ISPL") for a period of days/weeks for our client process, at the training being impacted by HGS ISPL meets the requirements for an Associate level position with our company. Consequently, Hinduja Global Solutions Limited ("HGS") is pleased to offer you an opportunity for employment, subject to the terms and conditions contained in this letter.

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Subject to the terms contained herein, HGS conditionally offers you a position with our organization, with a designation of Associate and an estimated salary of **Rs. 1,44,000**. Please ensure that you carry this letter with you for your interview at HGS and present it to the concerned person.

Reference No : **87636**

Yours truly,  
For Hinduja Global Solutions Limited

A handwritten signature in black ink, appearing to read 'James Job', is written over a horizontal line.

NAME : James Job  
DESIGNATION: Vice President-Talent Acquisition



Date: 20 April 2022

## Letter of Intent

Dear SUVETHA S,

Congratulations on being admitted as a **Trainee** in HGS International Services Private Limited ("HGS ISPL") for a period of days/weeks for our client process, at the training being impacted by HGS ISPL meets the requirements for an Associate level position with our company. Consequently, Hinduja Global Solutions Limited ("HGS") is pleased to offer you an opportunity for employment, subject to the terms and conditions contained in this letter.

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Subject to the terms contained herein, HGS conditionally offers you a position with our organization, with a designation of Associate and an estimated salary of **Rs. 1,44,000**. Please ensure that you carry this letter with you for your interview at HGS and present it to the concerned person.

Reference No : **87637**

Yours truly,  
For Hinduja Global Solutions Limited

A handwritten signature in black ink, appearing to read 'James Job', is written over a horizontal line.

NAME : James Job  
DESIGNATION: Vice President-Talent Acquisition



Date: 20 April 2022

## Letter of Intent

Dear **HARIPRASATH R,**

Congratulations on being admitted as a **Trainee** in HGS International Services Private Limited ("HGS ISPL") for a period of days/weeks for our client process, at the training being impacted by HGS ISPL meets the requirements for an Associate level position with our company. Consequently, Hinduja Global Solutions Limited ("HGS") is pleased to offer you an opportunity for employment, subject to the terms and conditions contained in this letter.

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Subject to the terms contained herein, HGS conditionally offers you a position with our organization, with a designation of Associate and an estimated salary of **Rs. 1,44,000**. Please ensure that you carry this letter with you for your interview at HGS and present it to the concerned person.

Reference No: **87638**

Yours truly,  
For Hinduja Global Solutions Limited

NAME : James Job  
DESIGNATION: Vice President-Talent Acquisition



Date: 20 April 2022

## Letter of Intent

Dear KAVITH R,

Congratulations on being admitted as a **Trainee** in HGS International Services Private Limited ("HGS ISPL") for a period of days/weeks for our client process, at the training being impacted by HGS ISPL meets the requirements for an Associate level position with our company. Consequently, Hinduja Global Solutions Limited ("HGS") is pleased to offer you an opportunity for employment, subject to the terms and conditions contained in this letter.

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Subject to the terms contained herein, HGS conditionally offers you a position with our organization, with a designation of Associate and an estimated salary of **Rs. 1,44,000**. Please ensure that you carry this letter with you for your interview at HGS and present it to the concerned person.

Reference No: **87639**

Yours truly,  
For Hinduja Global Solutions Limited

NAME : James Job  
DESIGNATION: Vice President-Talent Acquisition



# MOBASE ELECTRONICS INDIA PVT LTD

(Formerly Seoyon Electronics India Pvt. Ltd.)

Reg. Office: 136, Arakkonam Road, Thodukadu Village, Thiruvallur, Tamilnadu, India - 602 105. CIN  
No: U35999TN2017PTC119079

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Date: 20.04.2022

To

**Mr. Iyyappan.A,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear **Mr. Iyyappan.A,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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This has reference to your application cited. Considering your request for traineeship in this company, you are hereby engaged as a GRADUATE TRAINEE- PRODUCTION of our company located in Mobase Electronics India Pvt Ltd ,No 136 Arakonam road, Thodukadu village, Thiruvallur Taluk - 602105, Tamilnadu. Under the following terms and conditions.

1. The period of training will be One Year effective from 18.04.2022 to 17.04.2023
2. During the training period you will be paid with a stipend as mentioned below. First year Rs. 12,000 (Rupees Twelve Thousand Only) per month.
3. During the period of training your performance will be evaluated and based on the evaluation, your further training will be decided. In the event of unsatisfactory performance during the period of training you are liable to be stopped from the training and the decision of the management in this regard shall be the final.
4. You will not be entitled to any other benefits and Privileges other than the stipulated stipend.
5. During the period of training you are liable to be transferred for imparting training in any other department / branch / unit of the company at the discretion of the management.



# MOBASE ELECTRONICS INDIA PVT LTD

(Formerly Seoyon Electronics India Pvt. Ltd.)

Reg. Office: 136, Arakkonam Road, Thodukadu Village, Thiruvallur, Tamilnadu, India - 602 105. CIN  
No: U35999TN2017PTC119079

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12. In token of acceptance of terms and conditions of this training order you are Requested to sign and return the duplicate copy of this order.

for MOBASE ELECTRONICS INDIA PRIVATE LIMITED.

Authorized Signatory

I accept the terms and conditions of training.

Signature:

Name

Date





# MOBASE ELECTRONICS INDIA PVT LTD

(Formerly Seoyon Electronics India Pvt. Ltd.)

Reg. Office: 136, Arakkonam Road, Thodukadu Village, Thiruvallur, Tamilnadu, India - 602 105. CIN  
No: U35999TN2017PTC119079

---

Date: 20.04.2022

To

**Mr. Anandharaj.T,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Anandharaj.T,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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This has reference to your application cited. Considering your request for traineeship in this company, you are hereby engaged as a GRADUATE TRAINEE- PRODUCTION of our company located in Mobase Electronics India Pvt Ltd ,No 136 Arakonam road, Thodukadu village, Thiruvallur Taluk - 602105, Tamilnadu. Under the following terms and conditions.

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Reg. Office: 136, Arakkonam Road, Thodukadu Village, Thiruvallur, Tamilnadu, India - 602 105. CIN  
No: U35999TN2017PTC119079

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Date: 20.04.2022

To

**Mr. Manikandan.S,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Manikandan.S,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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No: U35999TN2017PTC119079

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Date: 20.04.2022

To

**Mr. Ramesh.S,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Ramesh.S,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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No: U35999TN2017PTC119079

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Date: 20.04.2022

To

**Mr. Aravindh.E,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear **Mr. Aravindh.E,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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Date: 20.04.2022

To

**Mr. Premkumar.N,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Premkumar.N,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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No: U35999TN2017PTC119079

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Date: 20.04.2022

To

**Mr. Muthu.R,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Muthu.R,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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Date: 20.04.2022

To

**Mr. Arunkumar.N,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Arunkumar.N,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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Date: 20.04.2022

To

**Mr. Karan.K,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Karan.K,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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Date: 20.04.2022

To

**Mr. Kalaiyaran.A,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Kalaiyaran.A,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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Date: 20.04.2022

To

**Mr. Bharathiraja.G,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Bharathiraja.G,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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This has reference to your application cited. Considering your request for traineeship in this company, you are hereby engaged as a GRADUATE TRAINEE- PRODUCTION of our company located in Mobase Electronics India Pvt Ltd ,No 136 Arakonam road, Thodukadu village, Thiruvallur Taluk - 602105, Tamilnadu. Under the following terms and conditions.

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4. You will not be entitled to any other benefits and Privileges other than the stipulated stipend.
5. During the period of training you are liable to be transferred for imparting training in any other department / branch / unit of the company at the discretion of the management.



# MOBASE ELECTRONICS INDIA PVT LTD

(Formerly Seoyon Electronics India Pvt. Ltd.)

Reg. Office: 136, Arakkonam Road, Thodukadu Village, Thiruvallur, Tamilnadu, India - 602 105. CIN  
No: U35999TN2017PTC119079

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11. Your engagement as a Graduate Trainee in this company will not have any lien or liability on the part of the management to provide employment opportunity to you in this company.
12. In token of acceptance of terms and conditions of this training order you are Requested to sign and return the duplicate copy of this order.

for MOBASE ELECTRONICS INDIA PRIVATE LIMITED.

Authorized Signatory

I accept the terms and conditions of training.

Signature:

Name

Date



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No: U35999TN2017PTC119079

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Date: 20.04.2022

To

**Mr. Manikandan.G,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Manikandan.G,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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Date: 20.04.2022

To

**Mr. Kalidoss.K,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Kalidoss.K,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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Date: 20.04.2022

To

**Mr. Ajay.M,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Ajay.M,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

This has reference to your application cited. Considering your request for traineeship in this company, you are hereby engaged as a GRADUATE TRAINEE- PRODUCTION of our company located in Mobase Electronics India Pvt Ltd ,No 136 Arakonam road, Thodukadu village, Thiruvallur Taluk - 602105, Tamilnadu. Under the following terms and conditions.

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Date: 20.04.2022

To

**Mr. Chozhan.M,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear **Mr. Chozhan.M,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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Date: 20.04.2022

To

**Mr. Imran nazir.N,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Imran nazir.N,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

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Date: 20.04.2022

To

**Mr. Vignesh.P,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Vignesh.P,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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Date: 20.04.2022

To

**Mr. Arun kumar.R,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Arun kumar.R,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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Date: 20.04.2022

To

**Mr. Karthiraja.R,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Karthiraja.R,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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Date: 20.04.2022

To

**Mr. Karthikeyan.R,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear **Mr. Karthikeyan.R,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

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# MOBASE ELECTRONICS INDIA PVT LTD

(Formerly Seoyon Electronics India Pvt. Ltd.)

Reg. Office: 136, Arakkonam Road, Thodukadu Village, Thiruvallur, Tamilnadu, India - 602 105. CIN  
No: U35999TN2017PTC119079

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6. Your traineeship is liable for termination at any time at the discretion of the Management for reasons found to be valid for the management without any notice or stipend in lieu of such notice,
7. In the event of your parting from the traineeship in the middle of the Prescribed training period, you have to seek the prior approval of the management with due notice of minimum one month,
8. You will be abide by the rules and regulations of the company which are in force and which may be amended or framed then and there including the certified Standing Orders of the company.
9. Continuous and frequent absenteeism, will result in the termination of your Training in this company. The decision of the management in this regard shall be final and binding.
10. Any fraudulent in the educational, Experience or any other relevant certificates/documents will result in the termination of your training besides suitable action under the appropriate laws.
11. Your engagement as a Graduate Trainee in this company will not have any lien or liability on the part of the management to provide employment opportunity to you in this company.
12. In token of acceptance of terms and conditions of this training order you are Requested to sign and return the duplicate copy of this order.

for MOBASE ELECTRONICS INDIA PRIVATE LIMITED.

  
Authorized Signatory

I accept the terms and conditions of training.

Signature:

Name

Date



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(Formerly Seoyon Electronics India Pvt. Ltd.)

Reg. Office: 136, Arakkonam Road, Thodukadu Village, Thiruvallur, Tamilnadu, India - 602 105. CIN  
No: U35999TN2017PTC119079

---

Date: 20.04.2022

To

**Mr. Puyalarasan.R,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Puyalarasan.R,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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This has reference to your application cited. Considering your request for traineeship in this company, you are hereby engaged as a GRADUATE TRAINEE- PRODUCTION of our company located in Mobase Electronics India Pvt Ltd ,No 136 Arakonam road, Thodukadu village, Thiruvallur Taluk - 602105, Tamilnadu. Under the following terms and conditions.

1. The period of training will be One Year effective from 18.04.2022 to 17.04.2023
2. During the training period you will be paid with a stipend as mentioned below. First year Rs. 12,000 (Rupees Twelve Thousand Only) per month.
3. During the period of training your performance will be evaluated and based on the evaluation, your further training will be decided. In the event of unsatisfactory performance during the period of training you are liable to be stopped from the training and the decision of the management in this regard shall be the final.
4. You will not be entitled to any other benefits and Privileges other than the stipulated stipend.
5. During the period of training you are liable to be transferred for imparting training in any other department / branch / unit of the company at the discretion of the management.



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Reg. Office: 136, Arakkonam Road, Thodukadu Village, Thiruvallur, Tamilnadu, India - 602 105. CIN  
No: U35999TN2017PTC119079

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Date: 20.04.2022

To

**Mr. Balaganesh.S,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear **Mr. Balaganesh.S,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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This has reference to your application cited. Considering your request for traineeship in this company, you are hereby engaged as a GRADUATE TRAINEE- PRODUCTION of our company located in Mobase Electronics India Pvt Ltd ,No 136 Arakonam road, Thodukadu village, Thiruvallur Taluk - 602105, Tamilnadu. Under the following terms and conditions.

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Reg. Office: 136, Arakkonam Road, Thodukadu Village, Thiruvallur, Tamilnadu, India - 602 105. CIN  
No: U35999TN2017PTC119079

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Date: 20.04.2022

To

**Mr. Dharik ahamed.S,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Dharik ahamed.S,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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This has reference to your application cited. Considering your request for traineeship in this company, you are hereby engaged as a GRADUATE TRAINEE- PRODUCTION of our company located in Mobase Electronics India Pvt Ltd ,No 136 Arakonam road, Thodukadu village, Thiruvallur Taluk - 602105, Tamilnadu. Under the following terms and conditions.

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Reg. Office: 136, Arakkonam Road, Thodukadu Village, Thiruvallur, Tamilnadu, India - 602 105. CIN  
No: U35999TN2017PTC119079

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Date: 20.04.2022

To

**Mr. Madhesh,**

E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Madhesh,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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Date: 20.04.2022

To

**Mr. Sriram.M,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Sriram.M,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

This has reference to your application cited. Considering your request for traineeship in this company, you are hereby engaged as a GRADUATE TRAINEE- PRODUCTION of our company located in Mobase Electronics India Pvt Ltd ,No 136 Arakonam road, Thodukadu village, Thiruvallur Taluk - 602105, Tamilnadu. Under the following terms and conditions.

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No: U35999TN2017PTC119079

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Date: 20.04.2022

To

**Mr. Deepak.T,**  
E G S Pillay Engineering College,  
Old Nagore road,  
Nagapattinam – 611002.

Dear Mr. **Deepak.T,**

Sub: Mobase Electronics India Pvt. Ltd-India;-Engagement as GRADUATE TRAINEE - Reg

Ref: Your Interview Dated: 13-04-2020

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for MOBASE ELECTRONICS INDIA PRIVATE LIMITED.

  
Authorized Signatory

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Signature:

Name

Date



Date: 25-03-2022

TQ/2022/873

**OFFER LETTER**

Dear SURIYA S,

It is with great pleasure that we offer you the position of *Trainee - Quality* with **Zetek Casting**. Your skill, knowledge and enthusiasm will be an asset for our company. First 3 month from the date of your joining will be considered as internship period. During the **Internship** your stipend will **Rs. 12,000** per month post which your **salary package** will be **1.44 LPA**.

Please review your stipend and salary package, and sign where indicated. Return it in the enclosed envelope within five business days. We will contact you once we have received the paperwork as to your starting date.

We look forward to welcome you as part of the **Zetek Team!**

**Regards**

L. Suresh Kumar  
HR Manager, EmbedNS

**Zetek Casting Pvt. Ltd.**

*B - 33, Sipcot Industrial Park, Mathur village, Oragadam, Sriperumbudur (taluk),  
Tamil Nadu 602105*

*Phone : 91-44-67102525*

*E Mail : pdc@zetekcastings.com*



Date: 25-03-2022

TQ/2022/874

**OFFER LETTER**

Dear MOHAMED ABDUL RAHMAN A,

It is with great pleasure that we offer you the position of *Trainee - Quality* with Zetek Casting. Your skill, knowledge and enthusiasm will be an asset for our company. First 3 month from the date of your joining will be considered as internship period. During the **Internship** your stipend will **Rs. 12,000** per month post which your **salary package** will be **1.44 LPA**.

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We look forward to welcome you as part of the Zetek Team!

Regards

A handwritten signature in black ink, appearing to read "L. Suresh Kumar", with a small flourish at the end.

L. Suresh Kumar  
HR Manager, EmbedNS

**Zetek Casting Pvt. Ltd.**

B - 33, Sipcot Industrial Park, Mathur village, Oragadam, Sriperumbudur (taluk),

Tamil Nadu 602105

Phone : 91-44-67102525

E Mail : [fdc@zetekcastings.com](mailto:fdc@zetekcastings.com)



Date: 25-03-2022

TQ/2022/875

**OFFER LETTER**

Dear SRIKARAN .R,

It is with great pleasure that we offer you the position of *Trainee - Quality* with **Zetek Casting**. Your skill, knowledge and enthusiasm will be an asset for our company. First 3 month from the date of your joining will be considered as internship period. During the **Internship** your stipend will **Rs. 12,000** per month post which your **salary package** will be **1.44 LPA**.

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Regards

L. Suresh Kumar  
HR Manager, EmbedNS

**Zetek Casting Pvt. Ltd.**

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Tamil Nadu 602105*

*Phone : 91-44-67102525*

*E Mail : pdc@zetekcastings.com*



Date: 25-03-2022

TQ/2022/876

**OFFER LETTER**

Dear JENITH KUMAR P,

It is with great pleasure that we offer you the position of *Trainee - Quality* with **Zetek Casting**. Your skill, knowledge and enthusiasm will be an asset for our company. First 3 month from the date of your joining will be considered as internship period. During the **Internship** your stipend will **Rs. 12,000** per month post which your **salary package** will be **1.44 LPA**.

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We look forward to welcome you as part of the **Zetek Team!**

Regards

L. Suresh Kumar  
HR Manager, EmbedNS

**Zetek Casting Pvt. Ltd.**

B - 33, Sipcot Industrial Park, Mathur village, Oragadam, Sriperumbudur (taluk),

Tamil Nadu 602105

Phone : 91-44-67102525

E Mail : [pd@zetekcastings.com](mailto:pd@zetekcastings.com)



Date: 25-03-2022

TQ/2022/877

**OFFER LETTER**

Dear MANOJKUMAR K,

It is with great pleasure that we offer you the position of *Trainee - Quality* with **Zetek Casting**. Your skill, knowledge and enthusiasm will be an asset for our company. First 3 month from the date of your joining will be considered as internship period. During the **Internship** your stipend will **Rs. 12,000** per month post which your **salary package** will be **1.44 LPA**.

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*Phone : 91-44-67102525*

*E Mail : pdc@zetekcastings.com*

AVTEC/Hosur/2021/307

04-01-2022

**Private & Confidential**

**Sub: Engagement as 'Company Apprentice'**

Dear Chandrabose C,

This has reference to the interview conducted on **29-12-2021**. We are pleased to offer you the position of 'Company Apprentice' at our **CKI BIRLA GROUP AVTEC, Poonapalli village, Hosur, Tamil Nadu**. The duration of your training will be for a period of 12 months.

During the training period of one year you will be paid **Stipend of Rs.11,600/- (Rupees Eleven Thousand Six Hundred only) per Month**.

You are advised to report for joining at our Hosur situated at, **CK BIRLA GROUP AVTEC, Poonapalli Village, Hosur, Tamil Nadu on 29-12-2021**.

**Kindly bring the following documents in original at the time of your joining:-**

1. All the Academic and Professional qualification certificates (from 10<sup>th</sup> Standard onwards till now) along with one set of photo copy
2. Four pass port size colour photographs
3. PAN card, ID proof and Aadhar card
4. Bank passbook copy

This offer letter, if acceptable to you, please join on or before 18-March-2022 at stipulated above of this Letter of engagement as 'COMPAY APPRENTICE'.

**For AVTEC Limited**



**Vishnu Pryal**  
**Assistant General Manager – HR**

AVTEC Limited

Works: Punapalli Village, Mathagondapalli Post, Hosur 635114 Tamil Nadu, India  
+914344405200 Fax: +914344405333 marketing.ppd@avtec.in www.avtec.in

Regd. Office: Pithampur Industrial Area, Sector III, Pithampur, Sagore 454774  
+917292411502-504 Fax: +917292256134 marketing.pup@avtec.in www.avtec.in  
CIN NO.: U34103MP2005PLC017319



AVTEC/Hosur/2021/308

04-01-2022

**Private & Confidential**

**Sub: Engagement as 'Company Apprentice'**

Dear Gokulakrishnan R,

This has reference to the interview conducted on **29-12-2021**. We are pleased to offer you the position of 'Company Apprentice' at our **CKI BIRLA GROUP AVTEC, Poonapalli village, Hosur, Tamil Nadu**. The duration of your training will be for a period of 12 months.

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**For AVTEC Limited**



**Vishnu Pryal**  
**Assistant General Manager – HR**

AVTEC Limited

Works: Punapalli Village, Mathagondapalli Post, Hosur 635114 Tamil Nadu, India  
+914344405200 Fax: +914344405333 marketing.ppd@avtec.in www.avtec.in

Regd. Office: Pithampur Industrial Area, Sector III, Pithampur, Sagore 454774  
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CIN NO.: U34103MP2005PLC017319

AVTEC/Hosur/2021/309

04-01-2022

**Private & Confidential**

**Sub: Engagement as 'Company Apprentice'**

Dear Madhan G,

This has reference to the interview conducted on **29-12-2021**. We are pleased to offer you the position of 'Company Apprentice' at our **CKI BIRLA GROUP AVTEC, Poonapalli village, Hosur, Tamil Nadu**. The duration of your training will be for a period of 12 months.

During the training period of one year you will be paid **Stipend of Rs.11,600/- (Rupees Eleven Thousand Six Hundred only) per Month**.

You are advised to report for joining at our Hosur situated at, CK BIRLA GROUP AVTEC, Poonapalli Village, Hosur, Tamil Nadu on **29-12-2021**.

**Kindly bring the following documents in original at the time of your joining:-**

1. All the Academic and Professional qualification certificates (from 10<sup>th</sup> Standard onwards till now) along with one set of photo copy
2. Four pass port size colour photographs
3. PAN card, ID proof and Aadhar card
4. Bank passbook copy

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**For AVTEC Limited**



**Vishnu Pryal**  
**Assistant General Manager – HR**

AVTEC Limited

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CIN NO.: U34103MP2005PLC017319

AVTEC/Hosur/2021/310

04-01-2022

Private & Confidential

Sub: Engagement as 'Company Apprentice'

Dear Shankar M,

This has reference to the interview conducted on **29-12-2021**. We are pleased to offer you the position of 'Company Apprentice' at our **CKI BIRLA GROUP AVTEC, Poonapalli village, Hosur, Tamil Nadu**. The duration of your training will be for a period of 12 months.

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**For AVTEC Limited**



**Vishnu Pryal**  
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AVTEC/Hosur/2021/311

04-01-2022

**Private & Confidential**

**Sub: Engagement as 'Company Apprentice'**

Dear Vikram K,

This has reference to the interview conducted on **29-12-2021**. We are pleased to offer you the position of 'Company Apprentice' at our **CKI BIRLA GROUP AVTEC, Poonapalli village, Hosur, Tamil Nadu**. The duration of your training will be for a period of 12 months.

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**For AVTEC Limited**



**Vishnu Pryal**  
**Assistant General Manager – HR**

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AVTEC/Hosur/2021/312

04-01-2022

**Private & Confidential**

**Sub: Engagement as 'Company Apprentice'**

Dear Manikandan M,

This has reference to the interview conducted on **29-12-2021**. We are pleased to offer you the position of 'Company Apprentice' at our **CKI BIRLA GROUP AVTEC, Poonapalli village, Hosur, Tamil Nadu**. The duration of your training will be for a period of 12 months.

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**For AVTEC Limited**



**Vishnu Pryal**  
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AVTEC/Hosur/2021/313

04-01-2022

**Private & Confidential**

**Sub: Engagement as 'Company Apprentice'**

Dear Arunkumar A,

This has reference to the interview conducted on **29-12-2021**. We are pleased to offer you the position of 'Company Apprentice' at our **CK| BIRLA GROUP AVTEC, Poonapalli village, Hosur, Tamil Nadu**. The duration of your training will be for a period of 12 months.

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**For AVTEC Limited**



**Vishnu Pryal**  
**Assistant General Manager – HR**

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AVTEC/Hosur/2021/314

04-01-2022

**Private & Confidential**

**Sub: Engagement as 'Company Apprentice'**

Dear Beisen N,

This has reference to the interview conducted on **29-12-2021**. We are pleased to offer you the position of 'Company Apprentice' at our **CKI BIRLA GROUP AVTEC, Poonapalli village, Hosur, Tamil Nadu**. The duration of your training will be for a period of 12 months.

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**Vishnu Pryal**  
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AVTEC/Hosur/2021/315

04-01-2022

**Private & Confidential**

**Sub: Engagement as 'Company Apprentice'**

Dear Mohamed Aliyar A,

This has reference to the interview conducted on **29-12-2021**. We are pleased to offer you the position of 'Company Apprentice' at our **CKI BIRLA GROUP AVTEC, Poonapalli village, Hosur, Tamil Nadu**. The duration of your training will be for a period of 12 months.

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**For AVTEC Limited**



**Vishnu Pryal**  
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