



## Letter of Intent

**Ref. No.** F10/D28/M09/Y21/Perm18

**Date:** 22nd, December 2021

**Dear K. Karangiri,**

With reference to your application and subsequent interview with us, and with reference to the discussions of ours, we are pleased to offer you the position of **"Trainee Technical Recruiter"** with **ARD Information Systems Pvt. Ltd.** At present as per our mutual understanding your Gross Salary (CTC) shall be **"Rs. 2, 24, 904.00"** INR only. (In words **"Two Lacs Twenty-Four Thousand Nine Hundred Four Rupees and Zero Paise Only"**).

This Letter is basically to acknowledge you about your Role, Designation, Salary and Date of joining with **ARD Information Systems Pvt. Ltd.**; Your Date of Joining is: **3<sup>rd</sup> January, 2022.**

Please note that this is only a provisional offer of employment and is not to be construed as an employment promise. An employment draw would be issued to you on your accepting this provisional offer.

By accepting this Letter of Intent, you allow **ARD Information Systems Pvt. Ltd.** or any third-party agency instructed by the **ARD Information Systems Pvt. Ltd.** to verify your employment experience, conduct or other particulars and make any other background checks prior to your start date with the company.

Your joining with **ARD Information Systems Pvt. Ltd.** is subjected to the successful completion of the **Back Ground Verification.** With respect to the above, request you to submit verification form along with all required documents as mentioned in the e-mail.

This Offer is subject to satisfactory verification of your credentials and testimonials, Company reserves the right to withdraw this Offer in case of misrepresentation of facts declared by you.

Hereby we are sending you the details as discussed and you are requested to give you confirmation on this e-mail for your joining/acceptance on or before **3<sup>rd</sup> January, 2022.**

**You are required to submit the following documents duly signed at the time of joining.**

- Copies in support of your educational qualification(s),
- Copies in support of your work experience,
- Original relieving letter from current employer,
- Four passport size photographs (4 Copies),
- Salary Slip ( For last Six Month),
- Bank Statement ( for last Six Month),
- Address Proof (copy of Adhar Card, Voter Card, Pan Card, Driving License etc.).
- ID Proof (copy of Adhar Card, Voter Card, Pan Card, Driving License etc.).

*"Company confidential – This communication is confidential between you and ARD Information Systems Pvt. Ltd".*



## ANNEXURE- A

**Entitlements:** All entitlements listed below are Subject to Company Policies, Procedures and Guidelines that may be in force or as issued/Changed from time to time. All perquisites and benefits, including reimbursements, are Subject to Income Tax as per the provision of the Income Tax Act, 1961, which may be applicable, including tax on perquisite value.

The Details of your remuneration are as under Salary Break up.

|                           |                                    |
|---------------------------|------------------------------------|
| <b>Name of Candidate</b>  | <b>K. Karangiri</b>                |
| <b>Date Of Joining</b>    | <b>03-01-2022</b>                  |
| <b>Designation</b>        | <b>Trainee Technical Recruiter</b> |
| <b>Band</b>               | <b>IC1</b>                         |
| <b>Location Hired For</b> | <b>NOIDA</b>                       |

| <b>Particular of Fixed Pay ..... (A)</b>         | <b>Per Month</b>   | <b>Per Annum</b>    |
|--|--------------------|---------------------|
| Basic Salary (@40% of Total Fixed Pay)           | 6,667.00           | 80,002.00           |
| HRA (@50% of Basic Pay)                          | 3,334.00           | 40,001.00           |
| Statutory Bonus (8.33%)                          | 555.00             | 6,664.00            |
| Special Allowance                                | 6,111.00           | 73,337.00           |
| <b>Sum of Gross Components (A)</b>               | <b>₹ 16,667.00</b> | <b>₹ 200,004.00</b> |
| <b>Employer's Contribution:.....(B)</b>          | <b>Per Month</b>   | <b>Per Annum</b>    |
| PF Contribution from Employer (12% on Basic)     | 1,533.00           | 18,396.00           |
| ESIC Contribution from Employer (3.25% on Gross) | 542.00             | 6,504.00            |
| <b>Sum of Employer's Contribution (B)</b>        | <b>₹ 2,075.00</b>  | <b>₹ 24,900.00</b>  |
| <b>Cost to Company (A+B)</b>                     | <b>₹ 18,742.00</b> | <b>₹ 224,904.00</b> |

| <b>Employee &amp; Employer Deduction</b>            | <b>Per Month</b>   | <b>Per Annum</b>    |
|---|--------------------|---------------------|
| PF Contribution from Employer (12% on Basic)        | 1,533.00           | 18,396.00           |
| ESIC Contribution from Employer (3.25% on Gross)    | 542.00             | 6,504.00            |
| Professional Tax                                    | 0.00               | 0.00                |
| Mediclaime (If Applicable as per Norms)             | 0.00               | 0.00                |
| PF Contribution from Employee (12% on Basic)        | 1,533.00           | 18,396.00           |
| ESIC Contribution from Employee (.75% on Gross)     | 125.00             | 1,500.00            |
| <b>Sum of Employee &amp; Employer Deduction (C)</b> | <b>₹ 3,733.00</b>  | <b>₹ 44,796.00</b>  |
| <b>Net Payable Inhand to an Employee.....</b>       | <b>₹ 15,009.00</b> | <b>₹ 180,108.00</b> |

Please sign and return second copy of this letter as a token of your acceptance.

We welcome you to the ARD Information family and looking forward to a long and trustful association.

**Thanking you**

**Yours Faithfully;**

**For ARD Information Systems Pvt. Ltd.**

For ARD Information Systems Pvt. Ltd.

*Kumar Pankaj*  
Authorized Signatory

Sr. Manager - Human Resource

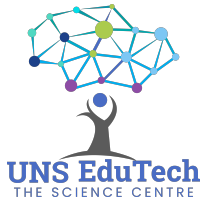
**Acceptance of an Employee**

**Name: K. Karangiri**

"Company confidential – This communication is confidential between you and ARD Information Systems Pvt. Ltd".

Registered Office Address:- A-184, Sector 63 Noida 201301 (UP)

Email: [info@ardinfosys.com](mailto:info@ardinfosys.com) , Website: [www.ardinfosys.com](http://www.ardinfosys.com)



**The Science Center**  
<http://www.unsedutech.com/>

## OFFER LETTER

13th September, 2021

M. Karthik Charan  
No 2 52, 3rd floor, Kalaimagal Nagar  
Second Main Road, 1st Cross Street  
Ekkatuthangal, Chennai-032

Subject: **Appointment of Edutech Video Editor and 3D Animator**

Dear Mr.M. Karthik Charan,

We are pleased to extend the following offer of employment to you on behalf of UNS EduTech. You have been selected as a perfect candidate for the Edutech Video Editor and 3D Animator position. Congratulations! We believe that your knowledge, skills and experience would be an ideal fit for our UNS EduTech team. We hope you will enjoy your role and make a significant contribution to the overall success of UNS EduTech. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with UNS EduTech

**Position**

UNS EduTech is offering a full time position for you as Edutech Video Editor and 3D Animator. In this position, you will report to senior production manager.

**Working hours**

This is a full time position requiring approximately 48 hours per week. Your regular weekly schedule will be from Monday to Saturday. Expected hours of work are from 9:00 AM to 6:00 PM

**Compensation**

UNS EduTech is offering a base salary of INR 24,500/- per month for the Edutech Video Editor and 3D Animator position. You will be paid on a monthly basis.

**Commencement date**

As we discussed, your employment will commence on 20th September 2021.

**Location**

You will be based at UNS EduTech Studio Plot No. 27, VGP Selva Nagar, 2<sup>nd</sup> main, Vijaya Nagar, Velachery, Chennai – 600 042, but may be required to work at such other locations determined by the needs of the business. Please indicate your agreement with these terms and accept this offer by signing this agreement and returning it to me before 17th September 2021. We look forward to welcoming you to the UNS EduTech team. If you have any questions or need additional information, please don't hesitate to contact me by email [info@unsedutech.com](mailto:info@unsedutech.com) or phone +91 63835 25440.

Sincerely,

Sanal K Mohanan

Suraj C.K



Offer Letter for Arul Sagayam

## Welcome!

Hi Arul,

We are very excited about the prospect of you joining Tiny Tactics as 3D Artist Intern. This is your offer letter to join our team of Tacticians. In the following pages you will find details regarding your salary and additional things to know before starting.

In case of any clarifications needed, please do reach out. We look forward to your response and hopefully working together.

On behalf of our Tacticians,

A handwritten signature in black ink, appearing to be "Arul", with a stylized flourish underneath.

CEO,  
Tiny Tactics Pvt. Ltd.  
2<sup>nd</sup> August 2021

# Summary Offer

|                                   |                             |
|-----------------------------------|-----------------------------|
| <b>Position</b>                   | 3D Artist Intern            |
| <b>Fixed Monthly Salary</b>       | Rs 10,000                   |
| <b>Professional Tax Deduction</b> | Rs 200                      |
| <b>*Start Date</b>                | 3 <sup>rd</sup> August 2021 |
| <b>Internship Duration</b>        | 3 Months                    |

*\* The offer stands withdrawn after the above mentioned start date, unless the date is mutually extended and communicated to you in writing.*

## Schedule

|                             |                            |
|-----------------------------|----------------------------|
| <b>Work Days</b>            | Mon to Fri (5 days a week) |
| <b>Team Overlap Timings</b> | 9am to 6pm                 |

## Additional Benefits

|                    |                  |
|--------------------|------------------|
| <b>Paid Leaves</b> | 20 days per year |
|--------------------|------------------|

## Address

Unit #D1, 4th Floor, Spaces & More Business Park #2, Plot #27, Shilpi Enclave,  
Durgam Cheruvu, Inorbit Mall Road, Madhapur, Hyderabad – 500081.


## Additional Terms

- Your internship will last for a duration of 3 months. Therefore, you shall be due for confirmation for fulltime employment on 3<sup>rd</sup> November 2021. If your performance is not to the expectation, your internship can be extended if deemed necessary or could be discontinued. If it is to our expectation, you will be offered fulltime employment as an Associate 3D Artist with an annual CTC of Rs 2,40,000.
- Your salary is subject to tax deductions at source and will be paid on the company's regular payroll cycle.
- You would have to sign employee code of conduct agreement and the letter of appointment at the time of joining Tiny Tactics.
- In case of misrepresentation of facts or documents, company can take any disciplinary action ranging up to but not limited to termination.
- Please submit the following documents in the first week of joining:
  - Relieving letter from current organisation if previously employed
  - Last 3 months salary slips if previously employed
  - Proof of employment from previous employers if any
  - Signed copy of the offer letter
  - Pan Card details along with a copy of the same

## Offer Letter Acceptance

Thank you for your consideration and time during the interview process. I hope this offer letter was helpful. If you have any questions please do reach out. I look forward to working with you at Tiny Tactics.

I have read & accept this  
employment offer:

  
Arul Sagayam  
3<sup>rd</sup> August 2021

  
CEO,  
Tiny Tactics Pvt. Ltd  
2<sup>nd</sup> August 2021  


22<sup>nd</sup> June 2021

Dear Jai Ganesh P,

Congratulations. With reference to the discussion that we had with you, we are pleased to appoint you as **Trainee software engineer** in **OptiSol Business Solutions**. Your place of posting will be **Madurai**.

**Date of Joining:** Your commencement date will be on **25<sup>th</sup> June 2021**

You are eligible for the Annual Total Compensation of **Rs. 1,82,136**. The details of the Salary break-up are presented in **Annexure A**. Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. In addition to these terms, you will also be governed by the rules and regulations which may periodically be revised.

At the time of formal resignation, you shall have to serve the notice period of **60 days**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

We look forward to working with you. Please feel free to reach out to us if you have any questions. Kindly sign the duplicate of this Offer Letter as a mark of your acceptance and forward the same to us in a week from the Offered date. Non-acceptance before the stipulated date shall make this offer redundant automatically.

Welcome to OptiSol, Global Tech Company of Happy People Obsessed with Customer Success, and wishing you a rewarding career over the years to come.

Yours Sincerely,  
**For OptiSol Business Solutions Private Limited**

**Karthikeyan M**

**"Joy Through Gratitude"**

**OptiSol Business Solutions Pvt.Ltd.,**



## Annexure - A

**Name : Jai Ganesh P**

**Designation : Trainee software engineer**

| S.No | Particulars  | Monthly       | Yearly          |
|------|--|---------------|-----------------|
| 1    | Basic  | 6500          | 78000           |
| 2    | House Rent Allowance   | 5467          | 65604           |
| 3    | Medical Allowance  | 900           | 10800           |
| 4    | Conveyance Allowance   | 800           | 9600            |
| 5    | <b>Total Gross Salary</b>  | <b>13,667</b> | <b>1,64,004</b> |
|      | Less: Deductions   |               |                 |
| 6    | EPF Employee Contribution (12% from Basic or Rs.1800 whichever is less)    | 984           | 11808           |
| 7    | Professional Tax   | 203           | 2436            |
| 8    | Employee Contribution (0.75% from Gross Salary)                            | 103           | 1236            |
|      | Total Deductions   | 1290          | 15480           |
|      | <b>Net Salary Payable (Gross Salary - Total Deductions)</b>                | <b>12,377</b> | <b>1,48,524</b> |
| 9    | ESI Employer Contribution (3.25% from Gross Salary)                        | 444           | 5328            |
| 10   | EPF Employer Contribution (13.01% from Basic or Rs.1952 whichever is less) | 1067          | 12804           |
| 11   | <b>Total CTC</b>   | <b>15,178</b> | <b>1,82,136</b> |

\*TDS is applicable as per the government policy.

**"Joy Through Gratitude"**

## **Annexure - B**

The following terms and conditions of service are applicable to you:

### **1) Probation Period**

1.1 Now that you have been absorbed as **Trainee software engineer** and shall be working on a probationary mode for six months from your date of joining.

1.2 Your position will be confirmed based on your performance by the end of this period and if found necessary, the probation period may be extended at the discretion of the company or may be dispensed with earlier, either during the initial or extended period of training.

1.3 You shall diligently carry out the instruction given to you by your manager in connection with the work assigned to you to the best of your potential, skills, and ability.

### **2) Attendance**

2.1 The company shall work from **Monday to Friday** in a week and you are expected to report to the office between **9:30 A.M. to 6:30 P.M.** Alternate Saturdays will be a working day for Finance, Admin & Infra Teams.

2.2 Also based on the project requirements you shall mark/extend attendance in such a way that will ensure project timelines compliance.

### **3) Salary**

3.1 Your Salary, increments or any other benefits are strictly confidential.

3.2 It is expected that you shall not disclose or discuss about it with anybody including your colleagues.

### **4) Place of Work**

4.1 Your place of work will be based out of **Madurai**.

4.2 The Company has the right to change your place of work to any other premises for a temporary period or permanently. The relevant relocation benefits will be provided under the relevant policy which the company is following at the time.

4.3 It may be necessary to work at Client's / Partner's premises throughout the world.

4.4 Appropriate travel and accommodation arrangements will be made according to the policy.

### **5) Retirement**

You will automatically retire from the service of the Company on attaining the retirement age of **58** years.

## 6) Suspension

6.1 In case you are charged with any act of misconduct, you may be suspended from your training/services pending enquiry.

6.2 If you are held guilty of misconduct, you will not be entitled to any Salary for the suspension period.

6.3 In case, you are found not guilty you will be paid a Salary for the suspension period and treated as if you have been in training/service during this period.

## 7) Abandonment and Termination

7.1 The company reserves the right to terminate your services/employment during the probation period or confirmed service on either side by giving One month's prior notice or One month's Salary as termination compensation.

7.2 You will be liable for termination from service by the Company without notice if:

- a. If you are medically unfit to carry out your duties.
- b. In case of business slowdown or if the company decides to downsize work force due to unforeseen circumstances.
- c. Any declaration given by you or testimonials furnished by you to the Company proves to be false,
- d. You are found to have willfully suppressed any material information,
- e. You are found to have been convicted for or indulged in criminal, subversive or immoral activities,
- f. You are found to have indulged in financial irregularities;
- g. You breached any of the terms and conditions of your employment as specified in this letter, or any further official communication from the Company.
- h. You fail to abide by instructions from your superiors, unauthorized absence, disloyalty, misconduct, non performance and if any disciplinary action is taken against you.
- i. Be guilty of sexual, racial or other harassment of a fellow employee.

## 8) Resigning from Service

8.1 In case you intent to resign from the employment, you shall give **60 days** prior written notice to your manager from the date of your intended resignation.

8.2 In case if you want to leave the company without serving the Notice period, you must pay **two month's salary** to the company and should have consent from the management.

8.3 You shall not be entitled to paid vacations during the notice period.

### **9) Return of Property**

9.1 You are responsible to deliver to the company all confidential information, Material, Customer lists, records, Papers, Pen drives, property including any company vehicle, access cards, mobile, dongle, desktop, and laptops which may have been prepared or possessed by you in the course of your employment.

9.2 You hereby agree that any assets furnished by the company to you to be returned to the company in a safe and secure condition, subject to the normal wear and tear.

9.3 Any costs for the damages will be borne by you. If the said asset is lost, the value of the same will be compensated by you.

9.4 You also agree that you hand over the tasks and knowledge handled by you to the respective person to take care of the duties thereon.

If either of the above specified under Return of Property is not done, the company has the right to handle the circumstances legally.

### **10) Background Check**

10.1 Your offer of employment is contingent upon the satisfactory outcome of a personal background check which, depending upon your position and the department may include verification on the education, previous employment, professional references, criminal background, address verification, and drug screening, etc.,

### **11) Restrictions**

11.1 You will devote the whole of your time and attention and abilities to the business and affairs of the company.

11.2 You will not at any time during your employment be engaged directly or indirectly in other undertakings, business or employment, trade whatsoever.

11.3 During the term and for 12 months thereafter, either for your account or for any person, directly or indirectly engage in any business that is in direct competition with the business of the company.

11.4 You must not engage in any activities like communicate with the press, broadcasting, or other media regarding the company, its business, customers, employees or any other connected matters without the company's prior consent.

11.5 You agree that during your employment not directly or indirectly make or publish any derogatory or disparaging statement about the company, any of its employees.

11.6 You will abide by the staff rules and regulations applicable to you which are in force for the time being or maybe framed from time to time.

## **12) Confidentiality Agreement**

12.1 You acknowledge and agree that you will become acquainted with and have access to Confidential Information during your employment. "Confidential Information" includes Company, Client, Vendor, and Employee information.

12.2 You agree to maintain the confidence of the Confidential Information by not using or disclosing it to individual, company, partnership, or any other body, not associated with the Employer ("Entity") and to take all reasonable steps to prevent its unauthorized disclosure or use.

12.3 You must not remove Confidential Information from our premises without our written consent. You must not appropriate, copy, memorize or in any manner reproduce any of the Confidential Information.

12.4 You must return any or all Confidential Information on or before the Termination Date or immediately at the Employer's request. The obligations of confidentiality under this clause apply during your Employment and continue to apply after the Termination Date.

## **13) Qualifications**

13.1 You confirm that your qualifications, skills, and experience represented by you to us are true and accurate and that you have sufficient skills to carry out the Position.

## **14) Intellectual Property**

14.1 You acknowledge that OptiSol Business Solutions Private Ltd. owns all Intellectual Property created by you in connection with the Employment, which now exists or that later comes into existence. The obligations accepted by the Employee under this clause survive the termination of this Agreement.

## **Annexure - C**

### **Documents to be submitted to HR Department on the Day of Joining**

- Photocopy of your certificates and mark sheets in support of your educational qualifications (10th onwards)
- Relieving letters from all your previous employments and the last 3 months' payslips from your last employer, if applicable.
- Three passport size colour photographs (recently taken)
- Permanent Account Number (PAN) Card
- Aadhaar Card (Front & Back Page)
- Bank Passbook (Front Page) / Cancelled Cheque Leaf
- Any Address Proof on the current residing address.

**Note: Please bring originals for all the above-stated copies submitted for verification and they will be returned on the same day.**

**Life@OptiSol is all about Empathy, Experiment, Empowerment, and Excitement.**

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### **ACKNOWLEDGMENT & ACCEPTANCE**

I have read, understood, and agreed to the above terms & conditions outlined in this Offer Letter and Annexures to the same.

**Signature :**

**Date :**

**"Joy Through Gratitude"**

**OptiSol Business Solutions Pvt.Ltd.,**

Dear Mathiazhagan P,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com).

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition  
Infosys

## PHP - Trainee - JOB Offer

Dear Allvin,

This is further to the telephonic round regarding the post "**PHP - Trainee**", we are happy to inform you that you are selected for this post. You will be provided stipend of **Rs. 6,000/- per month**. You have to serve **3 months training** period in order to avail offer eligibility. Upon offer and successful completion of the probation period, your job will be confirmed based on your performance during the probation period. After job confirmation your salary will be **Rs. 8,000/- per month**.

You are expected to join on **8th November, 2021**. Please send your confirmation email in order to keep this position closed and process your joining formalities. **By accepting this offer, you are affirming that you will be in service with us for a minimum period of 2 years for the issue of letters excluding Training period.** Please submit all your certificate copies, Id proof copy, address proof copy, PAN card copy, Aadhar copy and 3 photographs while joining. We welcome you to our organisation and look forward to a mutually beneficial growth.

Expecting your acknowledgement mail soon.

**NOTE:** The eligibility of continuing your 3 months training period will be finalized based on your skill assessment/your output of first/second month from your joined date/confirmation date. Your offer for training/probation period will be VOID if you are not qualified in the assessment result. For the selected candidate, two years of service commitment from the date of offer letter is mandatory. Any deviation in mutual agreement in terms of sick/location transfer/salary package/career shift etc.. will affect in issue of letters.

**Thanks & Regards,**  
**Nithya G**  
**HR MANAGER**  
**Mob: +91 9600768595**

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VIDEO JOCKEY

ID No : Ntv\_E004VJ\_2021

MANAGING DIRECTOR:

M  
E  
D  
I  
A



**STRICTLY CONFIDENTIAL**

Date: 25-Aug-2021

To:

**DEEPIKA KUMAR**  
**EMP ID: 1005015**  
**Tiruchirapalli-III**

**Dear DEEPIKA,**

This is with reference to your offer letter dated **25-Aug-2021**. We are pleased to appoint you as **AR ASSOCIATE** in Grade **1A**, with effect from **25-Aug-2021**.

The offer is subject to the following terms and conditions.

1. Your appointment and continuance in service is subject to the Company receiving:
  - a. A satisfactory reference from the list of referees furnished by you at the time of interview / joining.
  - b. Correct particulars regarding your age, qualification, experience, etc.
2. You will be on Training cum Probation and will be confirmed on rolls upon satisfactory completion of the training and probation period, as **EXECUTIVE - AR**. The normal probation period is six months, but is liable for extension if the performance is not found satisfactory.
3. Your remuneration shall be as detailed in the annexure.
4. You shall be considered as being employed at **Tiruchirapalli-III**, your services are transferable at short notice to any office, division of this Company, you will be sent on deputation to any subsidiary company/holding/group company/sister concern of this Company in India and or abroad. In the event of your transfer/deputation, as the case may be, the terms and conditions of the employment outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting to which you are sent on deputation.
5. Your appointment will be governed by the terms and conditions of employment presented in this letter of appointment. You will also be governed by the rules of the Company as applicable, enforced, amended or altered from time to time during the course of employment. Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the HR manual and other policies and procedures of the Company as presently applicable and as may be amended from time to time.
6. You shall devote yourself exclusively to the business and no outside appointments are allowed without prior consent of the company in writing. In particular, you shall not in any way provide your services or accept any commission or remuneration from any other company, or individual.
7. Your service with the company can be terminated under the following conditions:
  - a. On resignation, by giving a written notice of at least **30** days during probation / **60** days after confirmation or as a special case, Basic Salary in lieu to the Company.
  - b. The right to decide whether to collect basic salary in lieu of employee not serving notice period is solely based on the discretion of management. Company also reserves the right to issue relieving letter in such cases.
  - c. In case, not completing relieving formalities within 7 days of last working day after resignation, the same will be treated as Voluntary Abandonment of services.
  - d. Without any notice in case of serious misconduct on your part.
  - e. Voluntarily abandonment of your services in case you abstain from work for more than 7 days without prior intimation in writing to the company.
  - f. Upon failure to complete the process training / assessment criteria to perform the given assignment.
8. The retirement age is 58.
9. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical

**Omega Healthcare Management Services Private Limited**

Regd. Office: 33, NAL Wind Tunnel Road, Murugeshpalya, Bengaluru - 560 017.

P: +91 80 4155 7333

US Office: 2424, North Federal Highway, Suite #205, Boca Raton, Florida 33431.

E: mail2omega@omegahms.com

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

CIN# U85110KA2003PTC032846

- processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
10. You shall not either during the continuance of your employment or thereafter divulge to any person and shall use your best endeavors to prevent the unauthorized publication or disclosure of any information concerning the business.
  11. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
  12. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
  13. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
  14. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager, you report to.
  15. You should adhere to the organizational Quality and Security policies and procedures formulated and communicated from time to time.
  16. You will have to sign Non-Disclosure Agreement and Code of Business Conduct and Ethics separately during the course of employment.
  17. You will be required to execute a separate employment agreement in case you are sent abroad for any client specific training or an on-site assignment etc., during the course of your employment.
  18. You will be required to execute a separate 'Service Bond' in case you take up any certification program through company, during the course of your employment.
  19. Although your normal work will consist of the duties assigned to you from time to time, you may at any time be called upon to discharge any other duties which in the opinion of the Company are within your capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.
  20. You shall be responsible to meet all requirements under the Indian Tax laws, including tax compliance and filing tax returns. The company may withhold from any compensation or benefits payable to you, all central, state or other taxes as may be required to be paid by you pursuant to any legislation, regulation or notification.
  21. You shall not do anything or cause to do anything, which shall bring dishonor and /or disrepute to the Company or engage in any unlawful/immoral activities. If at any time you get involved into any legal/administrative/quasi-judicial proceeding(s) you shall immediately inform the company thereof. You shall not at any time use your association with the Company to gain unfair advantage for personal purposes.
  22. **INTELLECTUAL PROPERTY** : All works developed by you during the course of your employment with the company, shall belong exclusively to the Company and you hereby assign the ownership of copyrights of such works and those of any others derivative works, to the Company. You will promptly provide to the Company a complete written disclosure for each such work identifying the features or concepts you or the Company believe to be new or different. You grant to the Company an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these works. The license scope is to make, have made, used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the company may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you.
  23. **INDEMNITY** : You shall indemnify the Company against any loss, damage, proceedings which the Company might suffer due to any wrongful acts, malafides acts, negligence and/or gross

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dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your services on such account or the right of the Company to seek other remedies, which the Company may have to make good the loss/damage.

24. **RELATIONSHIP WITH DIRECTORS** : You will declare your relationship, if any, with any of the Directors of the Company in terms of section 6 of The Companies Act, 2013. In case you become related to any of the Directors of the Company, you will inform the Company within 7 days of becoming so.
25. **LEAVE** : You will be entitled for availing leave and paid holidays as per the policy of the Company as presently applicable and as may be modified from time to time. However, even if there is sufficient leave balance to your credit, you cannot remain absent from duty/office [for the reason other than due to sickness or similar urgency which is beyond your control] without prior sanction from competent authority. Further, any such unauthorized absence continuously for more than the specified number of days as per policy will be treated as "Absconding/disappearing" in which case your services are liable to be terminated, at the option of the Company.
26. **NON-SOLICITATION** : You agree to undertake that during the term of your employment with the Company and for a period of 2 years thereafter immediately following the termination of your employment with the Company, you shall not:-
  - (a) Directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or join any other employment or undertake any other activity that is of similar nature so as to give any sort of competition to the business of the Company.
  - (b) Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company, either for yourself or for any other person or entity.
  - (c) Join the services or be associated in any manner with any organization which is undertaking or seeks to undertake any activity in India, competing with the business of the Company.

You also acknowledge and agree that the above restriction are considered reasonable for the legitimate protection of the business and the goodwill of the Company, in the event that such restriction shall be found to be void, but will be valid if some part therefore 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 clause valid, binding and effective. Notwithstanding the limitation of this provision by any law for the time being in force, you undertake to, at all times, observe and be bound by the spirit of this clause. Any dispute arising out from this shall be resolved through arbitration process under the India Arbitration and Conciliation Act. Arbitration language shall be in English only and place of Arbitration and jurisdiction of courts shall be Bengaluru city only.
27. I hereby accept and agree that my pictures, videos or voice recordings, taken during the employment for the official purposes, may be used and displayed on the Company website, TV channel, advertisements, brochures, catalogues, flyers, theatres, banners, hoardings, radios or any other medium for any events or activities organized by the Company for branding, advertisements, commercial, official or other purposes. I acknowledge that the Company will not be under the obligation to remove or delete pictures, videos or voice recordings from the social media after termination of my employment with the Company.
28. **FORCE MAJEURE**: In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean, acts of god, war, revolt, riot, fire, flood, pandemic, endemic occurrences and acts and regulations of the Government of India/respective State Government or any of its authorized agencies. Upon the occurrence of such cause and upon its termination the party alleging that it has been rendered unable as aforesaid thereby shall notify the other party in writing within 7 (seven) day of the

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alleged beginning and ending thereof giving full particulars. If the work is suspended by force majeure conditions lasting for more than 15 days, the Company shall have the option of cancelling the employment in whole or in part thereof at its own discretion. For the period of force majeure, no remuneration shall be payable on account of no work being assigned or carried out by you for whatsoever reason.

29. **BACKGROUND VERIFICATION/ PAST RECORDS/ ASSURANCE AND UNDERTAKINGS:**  
we are offering you the employment in our Company as per the details mentioned in the appointment letter basing it on your assurance, undertaking and agreement that the education/qualification certificates, work experience certificates, previous employer's certificate, and all other certificates, information, declarations and undertakings are true and correct. However, our Company reserve its right to examine, verify and investigate [on our own or through our agent's/consultants team] the correctness, truth or veracity of the various documents submitted by you and all other information and undertakings. If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully or concealed any material information, in such cases company reserves right to take appropriate disciplinary action as deemed fit including removal from services without any notice.
30. **NOTICE :** Any notice or other communication to be served upon you as per terms and conditions of this appointment letter may be by sending letter in physical form or by way of email or other electronic modes of services and accordingly any mode of service is sufficient service of notice or any other communication upon you and no further confirmation of email or electronic communication is required.
31. **SEVERABILITY :** if any provision of this agreement shall be invalid or unenforceable by any court of competent jurisdiction, the remainder of this agreement, other than that portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid provision of this agreement shall be enforced to the fullest extent permitted by law.
32. We take this opportunity to welcome you to the organization and look forward to having you on board as part of the team. Please acknowledge this letter by clicking on the link as a token of your acceptance to the terms and conditions mentioned.

Yours sincerely,

for **Omega Healthcare Management Services Private Limited**

A handwritten signature in black ink, appearing to read "Lalitha M Shetty".

**Lalitha M Shetty**  
**Associate Vice President - Human Resources**

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Annexure 1

**TRAINING AND DEVELOPMENT:** The Company shall initially deploy you on specialized training to acquire the adequate technical skills (hereinafter "Specialized Training") needed for effective discharge of your duties during the course of your employment period.

In order to reasonably safeguard the interests of the Company, which include the cost of training you, the loss of experienced person, and the selection of a replacement employee, it is reasonable and just for the Company. Accordingly, you undertake and agree that, in the event of you discontinuing employment with company [either through resignation or dismissal or for any reason whatsoever] within the stipulated time of one year from the date of your joining. You agree to refund/ deduct training cost from your full and final settlement money.

In the event of you resigning from the service of the company or in the event of your dismissal or removal from service for the commission of any misconduct or on abandoning the service or for any reasons whatsoever; within a period of one (1) year from the date of joining, you shall forthwith pay to the company on demand and without demur the said amount of Rs **15000/-** incurred towards training cost. You agree that you are being given the employment on this specific condition that you will serve for a minimum period of one (1) year. Any default/failure to pay the above mentioned amount at the time of being relieved from active service shall attract appropriate civil action as per applicable law.

**LIMITATION:** Company shall recover aforementioned training cost of Rs. **15000/-** in the following manner:

- a.) In the event of you voluntarily resigning within a period of one (1) year;
- b.) in the event of dismissal or removal from service within a period of one (1) year; for the commission of any misconduct; or for any reasons whatsoever within 10 days from such date of dismissal and removal; or
- c.) in the event of abandoning the service within a period of one (1) year; within 1 month from such date of abandonment.
- d.) Failure to the above; the company shall treat that you have abandoned and waived off all your rights.

Yours sincerely,

for **Omega Healthcare Management Services Private Limited**

A handwritten signature in black ink, appearing to read "Lalitha M Shetty".

**Lalitha M Shetty**  
**Associate Vice President - Human Resources**

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Annexure 2

**Annexure to Appointment Letter - Salary & Benefits**

|                    |                      |
|--------------------|----------------------|
| <b>NAME</b>        | <b>DEEPIKA KUMAR</b> |
| <b>Designation</b> | <b>AR ASSOCIATE</b>  |

| <b>Salary Component</b>            | <b>Amount - Monthly</b> | <b>Amount - Yearly</b> |
|------------------------------------|-------------------------|------------------------|
| Basic                              | 9,890.00                | 1,18,680.00            |
| HRA                                | 3,121.00                | 37,452.00              |
| Advance Statutory Bonus            | 989.00                  | 11,868.00              |
| <b>Fixed Cash (Gross)</b>          | <b>14,000.00</b>        | <b>1,68,000.00</b>     |
| PF                                 | 1,187.00                | 14,244.00              |
| ESIC                               | 455.00                  | 5,460.00               |
| GTLI                               | 100.00                  | 1,200.00               |
| Gratuity                           | 475.00                  | 5,700.00               |
| <b>Total Benefits</b>              | <b>2,217.00</b>         | <b>26,604.00</b>       |
| <b>Total Fixed Cash + Benefits</b> | <b>16,217.00</b>        | <b>1,94,604.00</b>     |
| <b>Total Cost PA (CTC)</b>         |                         | <b>1,94,604.00</b>     |

**Benefits (A) Statutory**

- **Provident Fund** - Employer contribution at the Act
- **Gratuity** - As per the Gratuity Act.

**Benefits (B) Welfare**

- **Insurance**
  - Medical Insurance: You will be entitled to Medical Insurance coverage for self, spouse and two children as per your grade.
    - Band 1A to 3B – Upto 1,50,000 per annum
    - Band 3 C- Upto 2,50,000 per annum
    - Band 4 & Above- Upto 5,00,000 per annum
  - Personal Accident Coverage: You will be entitled to personal accident coverage as per the company policy.

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- **Leave Entitlement –**

- Casual cum Sick Leave – 12 days per annum
  - Privilege Leave – 12 days per annum
- Refer Leave Rules for eligibility to avail the same.

Yours sincerely,

for **Omega Healthcare Management Services Private Limited**



**Lalitha M Shetty**  
**Associate Vice President - Human Resources**



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தமிழ்

ID NO: STU-004

**NAALAYA YUGAM**

**PUBLICATION BROADCAST PVT. LTD**

NYPB CIN No: U22219TN2020PTC135404

Valid: 04th Aug 2021 to 04th Oct 2021

OFFICIAL ID CARD



**PONNESHWARI K R**

**REPORTER**

(Training)



SCAN HERE

NAME: VIGNESH SRIDHAR

DIN: 08745655

DIRECTOR

THIS IDENTITY CARD SHOULD BE CARRIED  
IN PERSON AT ALL TIMES WHILE ON DUTY

**PRESS**



**MOTHER SOFTWARE  
and TECHNOLOGY SERVICES**

K.Manikandan  
MOTHER SOFTWARE & TECHNOLOGY SERVICES  
IInd Floor, Top Towers,  
14, Pattabiraman Salai,  
Tennur,  
Tiruchirappalli,  
  
620017

**Dear K.Manikandan**

**Mother Software and Technology Services** is excited to bring you on board  
as Junior Web Developer

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with Mother Software and Technology Services.

Mother Software and Technology Services is offering a full time position for you as Junior Web Developer , reporting to Managing Director starting on 28/10/2021 at Thenur, Trichy

As an employee of Mother Software and Technology Services you will be eligible for [briefly name benefits, such as health insurance, stock plan, etc.].

Please indicate your agreement with these terms and accept this offer by signing and dating(dd/ mm /yyy) this agreement.

**MANAGEMENT BY**

Mother Software and Technology Services