



AQAR 2021-22

## 5.2 Student Progression

### 5.2.1 Placement – Off Campus -School of Physical Sciences



HUMAN RESOURCES DEPARTMENT

HRD: TAT: TRG: 884: 2021-22

DATE: 07.08.2021

MS. ALIZA PHILIP  
KOIPURATH HOUSE,  
MUTHOLY P.O.,  
MUTHOLY  
KOTTAYAM- 686573  
KERALA

Dear Ms. Aliza Philip,

#### **Offer for Appointment in the Bank as Probationary Clerk**

In continuation to the Online Test and Personal Interview, we are glad to offer you appointment in the Bank as Probationary Clerk.

As you have completed your Induction Training Programme, you are advised to report at the below mentioned Office for the completion of joining formalities and commencement of duty on or before 16.08.2021:

THE SOUTH INDIAN BANK LTD.  
BRANCH: COIMBATORE RAJA STREET (0019)  
838-839, SIB BUILDING, RAJA STREET, COIMBATORE.  
TAMIL NADU-641001  
Ph: 0422-2399844

Initially you will be on probation for a period of six months. On successful completion of probation, you will be confirmed in the service of the Bank as Clerk. In case the Bank finds your services unsatisfactory, it reserves the right to extend your probation/ terminate your service at its sole discretion.

Please note that as you are allowed to join the service of Bank prior to the declaration of final results of your qualifying course, your appointment will be on provisional basis till submission of mark list/original degree certificate of having qualified the prescribed course in first chance.

Details of remuneration, perquisites payable to you on probation and other terms and conditions of employment are attached herewith.

Please confirm acceptance of the offer to the e-mail ID [careers@sib.co.in](mailto:careers@sib.co.in) on or before 08.08.2021

We hope this will be the beginning of a long and rewarding career with us.

Yours sincerely,

(Anto George T.)  
Senior General Manager (HR & Admin)

Encl: Remuneration, Perquisites and other Terms & Conditions

The South Indian Bank Ltd., Regd. Office: Thrissur, Kerala  
Head Office: S.I.B House, T.B. Road, P.B. No:28, Thrissur – 680 001, Kerala. (Tel) 0487-2436653  
e-mail: [careers@sib.co.in](mailto:careers@sib.co.in), CIN: L65191KL 1929PLC001017 website: [www.southindianbank.com](http://www.southindianbank.com)



**REMUNERATION, PERQUISITES AND OTHER TERMS & CONDITIONS**
**Pay Scale (as per IBA)**

17900 - 1000/3 - 20900 - 1230/3 - 24590 - 1490/4 - 30550 - 1730/7 - 42660 - 3270/1 - 45930 - 1990/1 - 47920

**Monthly Salary (as per IBA)**

Basic Pay	:	Rs.19,900/-
Special Allowance	:	16.4% of Basic Pay
Dearness Allowance (Quarterly varying)	:	25.69% of Basic Pay, Special Allowance and Travel Allowance
Special Pay	:	Rs. 1,250/-
Transport Allowance	:	Rs. 600/-

**Monthly Allowance**

Canteen Allowance	:	Rs.300/-
Newspaper Allowance	:	Rs.350/-
Conveyance	:	Rs.1400/-
House Rent Allowance	:	10.25% of Basic Pay + Special Pay

**Half - Yearly Allowance**


Closing Allowance	:	Rs.550/-
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**Yearly Allowance**

Medical Aid	:	Rs.2,355/-
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**Other Benefits**

- On confirmation, will be eligible for all allowances and benefits applicable to Clerical cadre which are in existence or may be introduced in the Bank from time to time.
- Will be eligible for Performance Linked Incentive Scheme (PLIS) as applicable to Clerical cadre.
- Will be eligible for Free Personal Accident Insurance benefits up to ₹ 30,00,000/- and Medical Insurance up to ₹3,00,000/- per annum.
- You will also be governed by the "Defined Contributory Pension Scheme" in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + D.A thereon) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.
- You are eligible for Gratuity as per the provisions of The Payments of Gratuity Act after rendering five years of continuous service in the Bank.

 Signature: 



**Other Terms and Conditions**

a) Your appointment is subjected to possessing the stipulated qualification/criteria for the selection process as cited below:

• **Under Graduates**

- ✓ Age not more than 22 years as on 30.04.2021 (i.e. born on or after 01.05.1999)
- ✓ Should have secured a minimum of 60% marks in X, XII and Graduation in Arts/Science/Commerce stream under regular course.
- ✓ Should have cleared all semester(s)/ year(s) in first attempt of Graduation with minimum 60% marks
- ✓ Should pass the remaining semester/year with minimum 60% marks.

• **Post Graduates**

- ✓ Age not more than 24 years as on 30.04.2021. (i.e. born on or after 01.05.1997)
- ✓ Should have secured a minimum of 60% marks in X, XII, Graduation and Post-graduation in Arts/Science/Commerce stream under regular course.
- ✓ Should have cleared all semester(s)/ year(s) in first attempt of Post-Graduation course with minimum 60% marks
- ✓ Should pass the remaining semester/year with minimum 60% marks.

b) Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted **on or before 30.09.2021** failing which your appointment is liable to be terminated.

c) It shall be distinctly understood that this offer for appointment is subject to your passing with the stipulated qualification/criteria cited above in the first chance, submission of original documents/ credentials, medical fitness, police verification and satisfactory background verification, failure to acquire the required base qualification in the first chance, your appointment is liable to be terminated.

d) You have to execute an agreement to the effect that you will serve the Bank for a continuous period of 3 (three) years active service from the date of your joining the bank. Further, the originals of marklists & Certificates of X, XII, Graduation & Post Graduation (as applicable) will have to be submitted for verification and the same will be returned only after the stipulated active service from the date of joining. In case you leave the service of the Bank before the expiry of the said period, a sum of ₹75,000/- (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the bank for recruitment, imparting training (both in house and external training including on the job training), compensation/ liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

e) You shall not leave or discontinue your service in the Bank without first giving a Notice in writing of your intention to leave or discontinue the service or resign. The period of notice required shall be 3 months of continuous service without leave and the same shall be submitted to the Competent Authority.

f) You shall comply with all the rules and regulations in force from time to time in the Bank as applicable to other employees of the Bank and shall carry out all the other lawful orders/ instructions/ directions of the Bank as are given to you in connection with the day-to-day discharge of your duties and other assignments assigned/ delegated by the Bank from time to time, while in service of the Bank.


g) All non-public/ price sensitive information obtained/ accessed/ reviewed during your service should be kept as confidential and should not be released/ disclosed either during your service or following cessation (by whatever means) to third parties without prior clearance from the Bank.


*Signature & Stamp*



- h) The Bank shall be entitled to terminate your service without notice, indemnities and compensation in any of the following events:
- ✓ If you are in the opinion of the Bank, guilty of dishonesty, misconduct or negligence in the performance of your duties.
  - ✓ If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations; made any illegal monetary benefits in cash or in kind out of any of the Bank's affairs.
- i) All information pertaining to your remuneration is to be kept as confidential and should not be disclosed for any reason, other than as required for appropriate financial reporting purposes.
- j) Bank at its discretion will carry out the background checks as per the policy of the bank.
- k) It shall be distinctly understood that your appointment is subject to your medical fitness and satisfactory background verification. If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analysing the medical reports submitted by you. Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

I hereby accept the terms and conditions of offer for appointment

Signature :   
Place : MUTHAOLY  
Date : 08/08/2021

Signature : 



*Regd Office:*  
9 Cathedral Road  
Chennai 600 086 India  
Tel + 91 44 2812 8500  
www.sanmargroup.com  
CIN U24230TN1985PLC011637

18<sup>th</sup> October 2021

Mr P Edwin Deepak  
8/356, New Street  
West Marianatha Puram  
Dindigul  
624003

Dear Edwin Deepak

### **OFFER OF APPOINTMENT**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Officer (Trainee)** based at **Mettur** on the terms and conditions given below:

### **COMPENSATION AND BENEFITS**

From the date of your joining duty, you will draw a basic salary of **Rs 6500/- (Rupees Six Thousand Five Hundred only)** per month, plus allowances and benefits. These allowances and benefits, and the other terms and conditions of your employment will be as per company policies as applicable from time to time.

### **TRAINING PERIOD**

You will be on training for a period of **12 months** from the date of your joining duty. During this period, your training can be terminated by **two months'** notice in writing by either side. On successful completion of training, you will be considered for appointment, in a suitable position. If your performance is found unsatisfactory during training, your appointment may stand terminated without any notice or compensation in lieu thereof. You should successfully complete your Msc Chemistry with an overall aggregate of at least 60% without any arrears at the end of the course failing which your appointment will be terminated without any notice or compensation in lieu thereof.

Your compensation will be reviewed in future as per company policy.

You will abide by the rules and regulations of the company as may be in force from time to time.

### **TRAINING PROGRAMME**

You will undergo a detailed training. The training is designed to expose you to all our products, production facilities, technical inputs, concepts, and other related information.

*f. Venkatesh*



P Edwin Deepak

## **ALLOCATION**

**Chemplast Sanmar Limited** reserves the right to place you in any of the Group Companies at any location. This allocation will be done after reviewing your performance, aptitude, attitude and business requirements.

## **CONFIDENTIALITY OBLIGATIONS**

By virtue of holding a position as **Officer (Trainee)** in the company, you will have access to technical know-how, technical data, manufacturing process, product design, engineering and other trade secrets etc., of the company / and / or its group companies. Hence, you are required to execute the attached undertaking on Confidentiality Obligations at the time of joining.

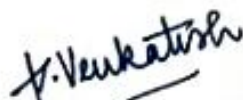
Your appointment is also subject to your being found medically fit. You are required to undergo all medical tests as will be directed by the company. When you report to duty, please bring with you original certificates relating to education, two passport-size photographs and the medical fitness certificate.

Please return the duplicate copy of this offer duly signed by you in token of your acceptance of these conditions.

We are sure that, through this intensive training you will equip yourself to meet the exciting demands of the organization and we wish you a bright career and mutually rewarding association.

We welcome you to share this challenge.

**For Chemplast Sanmar Limited**



**S Venkatesh**  
**Authorised Signatory**





**Global Calcium**  
Adding Life to Life

**GLOBAL CALCIUM PVT. LTD.,**



Life Saving Drugs

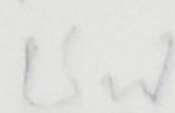


**Name** : DHAYAL SANTHOSH J P

**Department** : QA

**Blood Group** : B+VE

**Emp. Code. No.** : 4284

  
Authorised signature

125 & 126, Sipcot Industrial Complex,  
Phase-I HOSUR - 635 126, Ph : 04344-406000



Date of Joining 06-09-2021

Contact No. 8248866531

Emergency No. 9659748589

Address 2B, PICHYAMMAL ST

METTUPATTY

DINDIGUL-624002

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### INSTRUCTIONS

- 1 This card is not Transferable & Should be in possession of employee on duty & should be produced on demand.
- 2 This ID Badge does not confirm any rights other than identification.
- 3 Management is not responsible for misuse of this card.



**26<sup>th</sup> August 2021**

**Mr. Gladin A,**  
5/33, Maniyam Periya Susai Street,  
Vaniyambadi, Uthayendram (TP),  
Vellore-635754.

**OFFER OF APPOINTMENT**

**Dear Mr. Gladin A**

Further to the interview and discussion you had with us, we are pleased to offer you the position of **Trainee Analyst at Level 9 for Analytical Services** of our organization.

Your annual CTC will be **INR 1,98,037/- Per Annum (Indian Rupees One Lakh Ninety-Eight Thousand and Thirty-Seven Only Per Annum)**. A Detailed CTC breakup is given in Annexure-I

You are required to execute a Service Bond for **THREE** Years with Surety at the time of Joining. The Draft details are enclosed accordingly.

Your initial place of posting will be at **Hyderabad**. However, the organization reserves the right to transfer you to any other department/division/ branch / location of the organization that is in existence or may come into existence at a future date.

You are requested to join the organization on or before **01<sup>st</sup> September, 2021** (or on any other mutually agreed date in writing) failing which, the offer of appointment stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment will be given to you on the day of joining.

Please note that your employment will be subject to:

1. Receipt of satisfactory character references by the organization.
2. Receipt of attested copies of all the educational qualifications certificates.
3. Receipt of copy of your relieving letter & service certificate from current/most recent employer.
4. Submission of all the following documents at the time of joining.
  - a. Last 3 months pay slips and Form-16, if applicable
  - b. 8 copies of your passport size photographs
  - c. PAN Card, Aadhar Card, Voter Identify card or any other identity proof.

If you have any queries regarding this offer, please contact **Dr Srinivas Puppala at +91-40-67404040**. Other than the terms mentioned in this letter, you shall be obliged to follow and abide by the work processes, policies, management systems, protocols and general instructions issued thereof, and service rules of the Company as in force and/or amended from time to time.

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

Yours sincerely,

**For Vimta Labs Ltd.,**



**Srinivas B Puppala**

**Vice President - Human Resources**

I, Name: \_\_\_\_\_ have read the offer letter and accept the same.

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

**Vimta Labs Limited**

**Registered Office:** 142, IDA Phase II, Cherlapally, Hyderabad – 500051, India. **T :** +91 40 2726 4141

**Life Sciences Campus:** #5, MN Science & Technology Park, Genome Valley, Shamirpet, Hyderabad -500101, India

**T :** +91 40 6740 4040 **URL :** www.vimta.com



Salary Structure Annexure-I		
Name : Mr Gladin A		
Designation : Trainee Analyst		
Division / BU : Analytical Services		
Department / SBU : NA		
Pay Components	Per Month (In INR)	Per Annum (In INR)
Basic salary	7,000	84,000
HRA	2,800	33,600
Special allowance	3,304	39,648
<b>Total A - (Gross)</b>	<b>13,104</b>	<b>157,248</b>
Retirals Benefits, Subject to Fulfilment of Service Conditions & Applicable Statutory		
Employer Contribution of Provident Fund	1,236	14,838
Employer Contribution of ESI	426	5,111
* Statutory Bonus	1,400	16,800
** Gratuity	337	4,038
<b>Total B</b>	<b>3,399</b>	<b>40,787</b>
<b>Total Cost to Company (CTC)</b>	<b>16,503</b>	<b>198,035</b>
<p>Information contained in this Annexure- I is highly confidential and not to be shared with any one.</p> <p>Company reserves the right to alter/re-group the pay and allowances without reduction in annual compensation.</p> <p>Necessary Income Taxes deductions are applicable as per Income tax Act.</p> <p>*Statutory Bonus will be paid Annually.</p> <p>**The employee is entitled to the benefit of Gratuity, only on completion of five years continuous services with the organization, as per the Payment of Gratuity' Act, 1972.</p>		

#### Vimta Labs Limited

**Registered Office:** 142, IDA Phase II, Cherlapally, Hyderabad – 500051, India. T : +91 40 2726 414  
**Life Sciences Campus:** #5, MN Science & Technology Park, Genome Valley, Shamirpet, Hyderabad -500101, India  
T : +91 40 6740 4040 URL : [www.vimta.com](http://www.vimta.com)





Ref: HR/TUT/BO/024

**Dated: 27<sup>th</sup> September 2021**

**To,**

**Mr. Baprin Lopez A**

2/100/1, Packianathan, Villai East, Arockiapuram

Tuticorin - 628002

**Dear Mr. Baprin Lopez,**

Further to the recent meetings and discussions you had with us, we are pleased to appoint your employment with **M/s. Blackstone Shipping Private Limited.**, for the position of **Executive – Customer Service** on the terms and conditions set out herein. We welcome you on board and congratulate you on your selection. We firmly believe that you will add further value to **M/s. Blackstone Shipping Private Limited.**

#### **TERMS AND CONDITIONS OF EMPLOYMENT**

You shall be governed by the following terms and conditions of service during your employment with **M/s. Blackstone Shipping Private Limited.**, (herein after referred to as the Company), and those that may be amended from time to time.

#### **1. EMPLOYMENT:**

1.1. Your effective date of joining shall be **27<sup>th</sup> September 2021.**

#### **2. COMPENSATION DETAILS:**

2.1. Your monthly Gross will be **Rs. 13,000/-** (refer Annexure-I) and inclusive of your entitlement to the Company's contribution towards Provident Fund and other benefits.

#### **3. PLACE OF WORK:**

3.1. Your initial joining and work location will be our office situated at **Plot No.36, Door No.4B/209-A, First Floor North, CGE Colony 5th Street, Tuticorin – 628 003.**

3.2. You will be employed at the company's office or at the company's other location, as required. The Company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments, or locations within the Company, when necessary whether in India or abroad.

3.3. You shall comply with the Company's rules relating to relocation.

**Blackstone Shipping Private Limited**

4B/209A, C.G.E Colony 5th Main Street, Tuticorin 628 003, INDIA

Off : +91 461 2904444 | [hr@blackstoneshipping.com](mailto:hr@blackstoneshipping.com) | [www.blackstoneshipping.com](http://www.blackstoneshipping.com)





#### **4. STATEMENT OF FACTS:**

4.1. The company has made the offer of employment on the basis of the bona fide statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you, including termination of Employment.

#### **5. PLACE OF WORK:**

5.1. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit. During working hours, you shall entirely devote your time, attention, and abilities to the business of the company.

5.2. You shall not, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company.

5.3. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

5.4. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interests of the company. Also, you shall not divulge any confidential information of or violate any agreement with your prior employers or their clients.

#### **6. PROBATION:**

Your probation period will be for **six months** starting from the date of your joining (**September 2021 to March 2022**). However, this period can be cut short or extended based on your performance and at the discretion of the management.

#### **7. FUNCTIONAL AND DESIGNATION:**

**Executive – Customer Service:** You will be required to perform the duties as per the Job Profile & description enclosed, primarily involving in the Freight Forwarding Operations of Europe Offices (ANT/RTM) Operating from the EU DESK in Tuticorin, with Imports & Exports / Air & Ocean and Cross Trade Preview.

#### **8. LEAVE AND VACATION**

8.1. From the date of your joining, you will be entitled to 12 days of Sick Leave, 12 days of Casual Leave per year on pro-rata basis as per your joining period.

8.2. On completion of one year of service you will be entitled to 12 days Earned Leave per year. Trainees and Probationers will not be entitled to avail any vacation during the period of their training for 3 months or extendable or of Probation for 6 months or extendable as the case may be.

**Blackstone Shipping Private Limited**

4B/209A, C.G.E Colony 5th Main Street, Tuticorin 628 003, INDIA

Off : +91 461 2904444 | [hr@blackstoneshipping.com](mailto:hr@blackstoneshipping.com) | [www.blackstoneshipping.com](http://www.blackstoneshipping.com)





8.3. All married Female Employees of the Company will be eligible for Twenty-six weeks of Maternity leave with pay.

## **9. NON-COMPETITION & NON-SOLICITATION**

### **9.1. Non-Competition Obligations:**

- 9.1.1. *For a period of one year after termination of the Agreement, the Employee shall not without prior written approval of the Company to be permitted to do work for or be involved with, in any manner, directly or indirectly and whether paid or unpaid, any person, organisation or company pursuing activities in competition with or similar or related to the activities of the Employer and/or the companies affiliated with the Company, or to have or take any interest in such person, organisation or company, within 500 kilometres from Coimbatore, India.*
- 9.1.2. *For a period of one year after termination of the Agreement, the Employee shall not without prior written approval of the Company be permitted to maintain in any manner whatsoever, whether directly or indirectly, business contacts with any person, organisation or company activities in competition with or similar or related to the activities of the Employer and/or the companies affiliated with the Company in India & in Europe.*
- 9.1.3. *For this agreement 'business contacts' have the following meanings: all clients of the Employer with whom during the last six months preceding the termination of the employment the Employee has had any business contact or with whom the Employee maintained, in the context of his employment, business like relationships.*

### **9.2. Non-Solicitation Obligations:**

- 9.2.1. *The Employee hereby agrees that he shall not for a period of 12 months immediately following the termination of this Agreement, whether on his own behalf or in conjunction with or on behalf of any person, company, business entity or other organisation (as an employee, director, principal, agent, consultant or in any other capacity) directly or indirectly (a) solicit or (b) assist in soliciting, in competition with the Employer, the business of any Customer or Prospective Customer (i) with whom the Employee had material contacts or dealings on behalf of the Employer during the course of performance of this Agreement or (ii) for whom the Employee served in a client management ("account") capacity on behalf of the Employer and for whom the Employee was directly responsible during the term of this Agreement.*
- 9.2.2. *For the purposes of this article, "Customer" shall mean any person, firm, company or other organisation to which the Company (or any company of the Group) supplied goods or services at any time during the last 36 months. "Prospective Customer" shall mean any person, firm, company or other organisation with whom the Employer has conducted at any time over the last 24 months negotiations or material discussions regarding the possible supply of goods or services by the Employer.*

**Blackstone Shipping Private Limited**

4B/209A, C.G.E Colony 5th Main Street, Tuticorin 628 003, INDIA

Off : +91 461 2904444 | [hr@blackstoneshipping.com](mailto:hr@blackstoneshipping.com) | [www.blackstoneshipping.com](http://www.blackstoneshipping.com)





9.2.3. *The Employee hereby agrees that he shall not for a period of 12 months immediately following the termination of this Agreement, whether on its own behalf or in conjunction with or on behalf of any other person, company, entity or other organisation (whether as an employee, director, principal, agent, consultant or in any other capacity) directly or indirectly (i) induce, (ii) solicit, (iii) entice or (iv) cause any person who is an employee, consultant or director of the Employer (or of any other company in the Group) to leave the Company or any other company in the Group (as the case may be) if that person is an employee, consultant or director on the date of termination of this Agreement.*

#### **10. CONDUCT:**

10.1. *You shall at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.*

10.2. *You shall, honor and comply with all rules and regulations of the Company and statutory requirements, in letter and spirit.*

10.3. *Your conduct at all-time should reflect observance of the national and local laws.*

10.4. *You shall refrain from harassing any of your peers on grounds of gender, race, caste, nationality etc.*

10.5. *You shall also refrain from harassing a woman colleague in tune with the Prevention of Sexual Harassment at Work Place Act.*

10.6. *Any act of theft, fraud, embezzlement of company money, causing disrepute to the organization or country will incur disciplinary action against you in line with the applicable labour statutes.*

#### **11. NO CONFLICT AND NON-SOLICITATION:**

11.1. *By counter-signing this appointment letter, you hereby undertake that at no point during the continuation of employment and 12 months thereafter, you will accept any offer of employment from any past, current or future Customers of the Company. Such restriction shall apply even if you were approached directly by the Customer or any employees or agents or contractors of the Customer or you were applying to any open positions based on general advertisements.*

11.2. *Breach of this term would be considered a material violation of your employment agreement and the Company shall be entitled to hold your financial settlement and any their dues payable to you and shall also have recourse to any and all other remedies available under law.*

11.3. *You also accept to not undertake during the term of your employment and for a further period of twelve (12) months after termination of your employment with the Company, from either directly or indirectly soliciting or inducing, or causing others to solicit or induce, any person who is employed or engaged by the Company or its subsidiaries or affiliates to either serve the interests of any other organization or business houses, either by they being in the employment of the Company or by they terminating their employment with the Company.*

**Blackstone Shipping Private Limited**

4B/209A, C.G.E Colony 5th Main Street, Tuticorin 628 003, INDIA

Off : +91 461 2904444 | [hr@blackstoneshipping.com](mailto:hr@blackstoneshipping.com) | [www.blackstoneshipping.com](http://www.blackstoneshipping.com)





## **12. CONFIDENTIALITY:**

12.1. 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 processes, finance, and dealings with information relating to suppliers, employees, agents, distributors, and customers.

12.2. 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.

12.3. You shall not take copies of confidential documents or information for your own purposes, and forthwith 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.

12.4. Any process, invention, discovery or patent made by you during the period of employment with the Company, will belong to the Company.

12.5. You shall not during your employment and at all times thereafter do or say anything that may injure, or directly or indirectly damage the business of the Company.

12.6. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the Manager to whom you report/Management.

12.7. You shall sign the Confidentiality cum Non-Disclosure Agreement at the time of joining the Company.

## **13. SEPARATION FROM THE COMPANY**

13.1. The retirement age of the Company is 60 years or earlier in case you are found physically unfit for work any longer or for continued ill health as certified by a medical practitioner.

13.2. At the time of formally resigning from services, you shall serve the notice period of Thirty days from the date of acceptance of your resignation letter.

13.3. When you formally resign from the service of the Company, the Company may, at its discretion, permit you to:

- I. Adjust the vacation/Earned Leave accumulated towards part of the notice period
- II. Pay up for the notice period in lieu thereof

13.4. If your services are terminated by the Company due to misdemeanour, unsatisfactory performance or any other disciplinary matter, the Company will pay your salary for the notice period admissible.

## **Blackstone Shipping Private Limited**

4B/209A, C.G.E Colony 5th Main Street, Tuticorin 628 003, INDIA

Off : +91 461 2904444 | [hr@blackstoneshipping.com](mailto:hr@blackstoneshipping.com) | [www.blackstoneshipping.com](http://www.blackstoneshipping.com)





13.5. Upon the resignation/termination of your employment, you will return to The Company all papers & documents or other property which may at that time be in your possession relating to the business or affairs of the company or any of its associates or branches or their clients and will not retain any copies or extracts there from.

#### **14. HOURS OF WORK**

14.1. As per the current company policy, Europe BO hours of work will be from 11.30 am to 08.30 pm IST (Summer schedule) & 12.30 pm to 09.30 pm IST (Winter schedule), Monday through Friday with half an hour break for Lunch. All Saturdays of the months except 2nd Saturdays are considered half working day from 09.00 am to 01.00 pm.

14.2. You may be required to invest additional hours of work when necessitated by situations.

14.3. **M/s. Blackstone Shipping Private Limited observes 4 National Holidays – Republic Day, May Day, Independence Day, Gandhi Jayanthi and also Festival Holidays every year in tune with the respective States' with Labour Laws. The dates of festival holidays may vary every year.**

14.4. However, when posted at a client's location in India or Abroad, you will follow all the rules, regulations maintain the necessary decorum and will conduct yourself as prevalent and applicable in the place of your posting.

#### **15. TERMINATION & NOTICE PERIOD:**

15.1. Termination needs to be made in writing by mentioning the beginning and the duration of the term of notice.

15.2. Termination needs to be made by registered mail, which enters into force on the third working day following the date of the registered mail or the date of legal notice by a process-server.

15.3. Each party can end the agreement taking into account the herein under mentioned term of notice or a therewith corresponding termination payment. The term of notice to be respected by the Employer and Employee is a period of 3 months;

15.4. In the situation where notice is given by the Employee have to serve three months' notice period or to pay three months' salary in lieu of the notice period. At this point, it is at the discretion of the employer either to allow the employee to observe the three months' notice period or to relieve any time before completion of the notice period with the salary till the employee has served. If the employee may be terminated by the employer at any time if any part of the agreement is violated by the employee. Also, the decision regarding the place at which the employee would serve the notice period is at the sole discretion of the management.

15.5. In the situation where the notice is given by the Employer, for reasons other than that are described in clauses 14.1 to 14.4, the employer shall make three months' notice period pay to the employee.

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15.6. *If dismissal is given with a term of notice, the term of notice starts after the month during which the dismissal was given.*

15.7. *If dismissal is given without taking into consideration a term of notice with payment of the legal and conventional dismissal compensation which equals the salary corresponding with the term of notice which needs to be taken into account, the dismissal enters immediately into force whereas the salary, relating to part of the month still to be performed, will not be due anymore.*

**16. ADDRESS FOR COMMUNICATION:**

16.1. *You should furnish to the management your correct residential address while in employment. Any change in address should be intimated forthwith, in writing to the Company immediately.*

**17. TERMINATION OF THE EMPLOYMENT:**

17.1. *The Employer has the right to terminate in writing the agreement with the Employee in the situation when the latter:*

- a. terminate the agreement in accordance with the legal stipulations in the country of work;*
- b. violates a clause of the agreement on a serious or a continuous way;*
- c. indulge himself/herself with misconduct which in accordance with the general acceptable opinion of the Directors of the company damages, or might damage, the reputation of the Employer or any other associated company's Committee.*

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**Amendments:** All the above terms are as per the current policies and practices and may be amended from time to time. You will be informed of changes in the terms and conditions, if any.

Kindly sign and return the duplicate copy of this letter, as a token of your acceptance of the terms and conditions set out herein. Also, please sign on each page of the letter.

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

Thanking you,

**For BLACKSTONE SHIPPING PRIVATE LIMITED**

*Pauline Alex*

**Authorized Signatory  
Manager - Admin**

---

**I accept the terms and conditions of the Company mentioned above.**

**Name:**

**Date:**

**Signature:**

**Blackstone Shipping Private Limited**

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सीएसआईआर - केंद्रीय विद्युतरसायन अनुसंधान संस्थान  
CSIR-CENTRAL ELECTROCHEMICAL RESEARCH INSTITUTE  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद/Council of Scientific & Industrial Research)  
कारैकुडी/KARAIKUDI - 630 003

सं./No.07-09(11)/2005-R&C

दिनांक/ Dated: 18.08.2021

सेवा में /To

Ms. M.S. Raja Samyuktha  
D/o. Shri M. Shanmugavel,  
93/2 Karuppudaiyan Patty,  
Emmakkala Puram Po,  
Sanarpatty,  
Dindigul District.

विषय: परियोजना सं OLP 005-L में परियोजना सहयोगी-I के रूप में परियुक्ति प्रस्ताव-सम्बंधी

Sub: Offer of engagement as Project Associate -I in Project No. OLP 005-L- reg.

\*\*\*\*\*

Dear Ms. Raja Samyuktha,

विज्ञापन सं. PS-07/2021 के सम्बंध में आपके दि. 24.07.2021 के आवेदन तथा दि. 09.08.2021 को आयोजित आपके साक्षात्कार के संदर्भ में आपको यह सूचित किया जाता है कि निदेशक, सीईसीआरआई, कारैकुडी की ओर से आपको संविदा-आधार पर अस्थायी रूप से परियोजना सहयोगी-I के रूप में रु. 25,000/- (समेकित) प्रतिमाह की वृत्ति पर कार्यारंभ करने की तिथि से छः माह की अवधि के लिए निम्नलिखित निबंधन एवं शर्तों के अनुसार परियुक्ति का प्रस्ताव दिया जाता है। With reference to your application dated 24.07.2021 in response to Advertisement No. PS-07/2021 and your performance in interview held on 09.08.2021, you are hereby informed that the Director, CECRI, Karaikudi has been pleased to offer you on contract basis to work on a purely temporary basis as **Project Associate -I** on a stipend ₹. 25,000/- (Rupees Twenty-Five Thousand only) (Consolidated) per month for a period of six months from the date of joining as per the terms and conditions enclosed.

महामारी कोविड-19 के मद्देनजर, आपको अपना चिकित्सा फिटनेस प्रमाण पत्र प्राप्त करने के लिए चिकित्सा अधिकारी, सीईसीआरआई स्वास्थ्य केंद्र को कोविड-19 नेगेटिव प्रमाण पत्र प्रस्तुत करना होगा, जो कि CSIR-CECRI में आपकी रिपोर्टिंग से 72 घंटे पहले किसी भी सरकारी चिकित्सा अस्पताल या मान्य अस्पताल से प्राप्त की गई हो। चिकित्सा अधिकारी, सीईसीआरआई की सलाह के अनुसार आपको कोविड -19 सम्बंधी दिशानिर्देशों का पालन करना होगा। In view of the pandemic COVID-19, you may have to produce COVID-19 NEGATIVE CERTIFICATE obtained 72 Hrs prior to your reporting at CSIR-CECRI from Govt. Medical Hospital or any recognised hospital to Medical Officer, CECRI Health Centre for obtaining your Medical fitness certificate. You may have to follow COVID-19 guidelines as advised by Medical Officer, CECRI Health Centre.

भवदीय/Yours faithfully,

(के.एम. श्रीधर/K.M. SRIDHAR)  
प्रशासन नियंत्रक/Controller of Administration

संलग्नक/Encl:

- ❖ परियोजना सहयोगी-I के रूप में परियुक्ति प्रस्ताव के निबंधन एवं शर्तें (परिशिष्ट-I) Terms & Conditions of offer of engagement as Project Associate-I (Appendix - I).
- ❖ परियोजना सहयोगी-I के रूप में परियुक्ति सम्बंधी निबंधन एवं शर्तों की स्वीकृति/Acceptance of Terms & Conditions of engagement as Project Associate - I (अनुलग्नक/Annexure -I).
- ❖ उम्मीदवारद्वारा घोषणा/Under taking by the candidate (अनुलग्नक/Annexure - II).



**परियोजना सहयोगी-I की परियुक्ति सम्बंधी निबंधन एवं शर्तें****TERMS & CONDITIONS OF OFFER OF ENGAGEMENT FOR PROJECT ASSOCIATE-I**

1. यह सीईसीआरआई/सीएसआईआर में अस्थायी रूप से अथवा अन्यथा नियुक्ति का प्रस्ताव नहीं है। यह मात्र ओएलपी परियोजना की एक परियुक्ति है। अतः सीएसआईआर की किसी भी प्रयोगशाला/संस्थान में आमेलन/ अथवा सीएसआईआर के किसी पद हेतु अनियत कामगार आमेलन सम्बंधी अन्य किसी भी योजना के अंतर्गत, इस परियुक्ति/नियोजन की अवधि वर्ष में 240/206 दिन से अधिक की होने पर भी, इससे प्रत्यक्ष अथवा अप्रत्यक्ष रूप से आपको नियमितीकरण का अधिकार प्राप्त नहीं है। It is not an offer of appointment in CECRI / CSIR, temporary or otherwise. It is merely a placement in a OLP project. It would therefore, not confer any right implicit or explicit for your consideration for regularization / absorption in any of the Labs. / Instts. of CSIR or under any other scheme as applicable to identified casual workers against any of CSIR posts, even if engagement or deployment / placement is for more than 240 / 206 days in a year.
2. परियोजना सहयोगी-I के रूप में आपकी यह परियुक्ति सीईसीआरआई निधि परियोजना शीर्षक के रूप में यह परियुक्ति सहायता अनुदान परियोजना शीर्षक **Carbon capture under flue gas conditions - OLP 005-L** में कार्यग्रहण तिथि से छः माह की अवधि तक के लिए तथा वर्तमान परियोजना की सहवर्ती -समयसीमा अथवा परियोजना में आपका कार्य अथवा निदेशक, सीईसीआरआई, कारैकुडी द्वारा विशेष तौर पर आपकी परियुक्ति को बढ़ाने, जो पहले हो, तक की होगी। परियोजना सहायक के रूप में आपकी परियुक्ति किसी भी स्थिति में 5 वर्ष से अधिक की नहीं होगी। कुल 5 वर्ष की अवधि की गणना आपके द्वारा एक परियोजना तथा अथवा सीईसीआरआई / अथवा सीएसआईआर की अन्य प्रयोगशाला/संस्थान में एक साथ ली गई विभिन्न परियोजनाओं में परियोजना सहायक अथवा अन्य किसी पदनाम या समान पद पर आपकी कार्यवधि के अनुसार की जाएगी / Your engagement as Project Associate-I is for the CSIR funded project entitled **Carbon capture under flue gas conditions - OLP 005-L** for a period of six months from the date of joining and co-terminus with the present Project or till such time the job performed by you in the project exists and your engagement is specifically extended by Director, CECRI, Karaikudi whichever is earlier. Your tenure as project Associate shall not exceed five years in any circumstance. The total tenure of five years shall be calculated as per period you spent on one project and / or different projects taken together in CECRI or any other Lab. / Instt. of CSIR and Project Assistant or any other designation of equal status.
3. आपको रु. 25,000/- (समेकित) प्रतिमाह की वृत्ति का भुगतान किया जाएगा।/You will be paid a stipend of ₹.25,000/-p.m. (Rupees Twenty-five thousand only) (Consolidated).
4. आपको उपलब्धता को देखते हुए संस्थान परिसर में आवास, प्रदान किया जाएगा, जिसके लिए लाइसेंस शुल्क की वसूली की जाएगी।/You will be provided accommodation subject to availability in the Institute campus and license fee will be levied.
5. कार्य हेतु रिपोर्ट करने के लिए आपको किसी प्रकार का यात्रा भत्ता नहीं दिया जाएगा।/No travelling allowance will be admissible to you for reporting for duty.
6. निदेशक, सीईसीआरआई, कारैकुडी से पूर्व अनुमति लिए बिना आप परियुक्ति समाप्त नहीं कर सकते हैं। यदि आप निर्धारित अवधि से पूर्व अपनी परियुक्ति को समाप्त करना चाहते हों, तो आपको उक्त परियुक्ति अवधि तक परियुक्ति जारी न रखने का उचित कारण बताते हुए एक माह पूर्व नोटिस देना होगा अथवा नोटिस की अवधि के स्थान पर एक माह की वृत्ति-राशि जमा करनी होगी। निदेशक द्वारा आपके त्यागपत्र को स्वीकार करते समय निर्धारित की गई तिथि से आपकी परियुक्ति समाप्त समझी जाएगी। आपकी परियुक्ति बिना कोई कारण बताए एक माह की वृत्ति पर समाप्त की जा सकती है तथा किसी भी स्थिति में सीएसआईआर पर किसी प्रकार के दावा का अधिकार प्राप्त नहीं होगा। You will-not be allowed to discontinue your engagement without seeking prior approval of the Director, CECRI, Karaikudi. In case you wish to discontinue the engagement prior to completion of your tenure, you must submit one month's prior notice indicating specific reasons for not continuing or deposit one month's stipend in lieu of the notice period. The engagement shall cease from the date stipulated by the Director while accepting the resignation. You may be discontinued from the Project work by giving one month's stipend amount in lieu thereof without assigning any reason and will have no right against CSIR in any circumstances.
7. सीईसीआरआई में आपकी परियुक्ति के दौरान सीईसीआरआई के कार्य के बारे में प्राप्त किसी भी प्रकार की जानकारी आप किसी अन्य पार्टी को नहीं देंगे।/You will not divulge any information relating to the work of CECRI, which you may come to know during your engagement with CECRI to any party.
8. आपकी परियुक्ति, कार्यग्रहण करते समय आपके व्यय पर निम्नलिखित दस्तावेजों की प्रस्तुति पर निर्भर करती है। Your engagement will be subject to the production of the following documents at your own expense at the time of your reporting for duty.
  - a) स्थानीय चिकित्सा अधिकारी/सीईसीआरआई चिकित्सा केंद्र के चिकित्सा अधिकारी द्वारा जारी स्वास्थ्य प्रमाण पत्र तथा सेवा हेतु शारीरिक स्वस्थता प्रमाणपत्र Medical certificate of health and physical fitness for service issued by the Resident Medical Officer / Medical Officer of CECRI Dispensary.
  - b) जन्म-तिथि तथा शैक्षिक योग्यता सम्बंधी दस्तावेजी प्रमाण/Documentary evidence in support of your date of birth and qualifications.
  - c) संलग्न प्रपत्र में राजपत्रित अधिकारी द्वारा विधिवत हस्ताक्षरित चरित्र प्रमाण पत्र / Character Certificate duly signed by Gazetted Officer in the enclosed form.
9. उपर्युक्त एवं अन्य किसी भी विषय पर निदेशक, सीईसीआरआई, कारैकुडी का निर्णय संविदा के दोनों पक्षों के लिए अंतिम एवं मान्य होगा।/The Director, CECRI, Karaikudi whose decision shall be final and binding on both the parties to the contract, shall determine any matter not specifically stated therein.



(के.एम. श्रीधर/K.M. SRIDHAR)  
प्रशासन नियंत्रक/Controller of Administration



*Regd Office:*  
9 Cathedral Road  
Chennai 600 086 India  
Tel + 91 44 2812 8500  
www.sanmargroup.com  
CIN U24230TN1985PLC011637

18<sup>th</sup> October 2021

Mr A Sundarraaj  
959/1, Matha Kovil Street  
Nandampatti, Manaiyerippatti  
Tanjavur  
613402

Dear Sundarraaj

### OFFER OF APPOINTMENT

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Officer (Trainee)** based at **Mettur** on the terms and conditions given below:

### **COMPENSATION AND BENEFITS**

From the date of your joining duty, you will draw a basic salary of **Rs 6500/- (Rupees Six Thousand Five Hundred only)** per month, plus allowances and benefits. These allowances and benefits, and the other terms and conditions of your employment will be as per company policies as applicable from time to time.

### **TRAINING PERIOD**

You will be on training for a period of **12 months** from the date of your joining duty. During this period, your training can be terminated by **two** months' notice in writing by either side. On successful completion of training, you will be considered for appointment, in a suitable position. If your performance is found unsatisfactory during training, your appointment may stand terminated without any notice or compensation in lieu thereof. You should successfully complete your Msc Chemistry with an overall aggregate of at least 60% without any arrears at the end of the course failing which your appointment will be terminated without any notice or compensation in lieu thereof.

Your compensation will be reviewed in future as per company policy.

You will abide by the rules and regulations of the company as may be in force from time to time.

### **TRAINING PROGRAMME**

You will undergo a detailed training. The training is designed to expose you to all our products, production facilities, technical inputs, concepts, and other related information.

*P. Venkatesh*



A Sundarraaj

## ALLOCATION

**Chemplast Sanmar Limited** reserves the right to place you in any of the Group Companies at any location. This allocation will be done after reviewing your performance, aptitude, attitude and business requirements.

## CONFIDENTIALITY OBLIGATIONS

By virtue of holding a position as **Officer (Trainee)** in the company, you will have access to technical know-how, technical data, manufacturing process, product design, engineering and other trade secrets etc., of the company / and / or its group companies. Hence, you are required to execute the attached undertaking on Confidentiality Obligations at the time of joining.

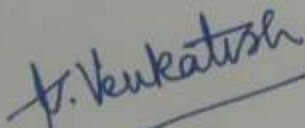
Your appointment is also subject to your being found medically fit. You are required to undergo all medical tests as will be directed by the company. When you report to duty, please bring with you original certificates relating to education, two passport-size photographs and the medical fitness certificate.

Please return the duplicate copy of this offer duly signed by you in token of your acceptance of these conditions.

We are sure that, through this intensive training you will equip yourself to meet the exciting demands of the organization and we wish you a bright career and mutually rewarding association.

We welcome you to share this challenge.

**For Chemplast Sanmar Limited**



**S Venkatesh**  
Authorised Signatory





# MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.  
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306  
Website: www.mrftyres.com

Offer Letter

28.09.2021

Dear Mr. I Adhersh,

Congratulations and Welcome to MRF Family!

With reference to your application and the subsequent discussions, we are pleased to offer you employment as **Supervisor - Plant Technical** in **MA1** Grade in the **Plant Technical** department at **Trichy Radial plant** on the following terms and conditions:

1. The discussed and agreed CTC compensation package is given in the Annexure I
2. Your offer of employment is conditional upon you being medically fit to perform the services of the organization. You will be required to undergo medical examination as per MRF guidelines which is attached in Annexure II
3. You need to bring the original documents and a set of photostat copies at the time of joining as per the list attached in Annexure III for verification.

A detailed appointment letter will be issued to you on your joining. We would expect you to join on or before **1st Nov'21** failing which the offer is liable to be withdrawn.

Please return the copy of this letter duly signed as a token of your acceptance at the earliest

Thanking you,

Yours faithfully,  
For MRF LIMITED

  
Biju Sebastian  
Vice President-HRS

**Acceptance:**

I accept employment with the organization on the terms and conditions set out in this offer letter, a copy of which I confirm I have received

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

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

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



**Annexure - I**  
**Salary Structure**

NAME : I Adhersh  
Grade : MA1  
Designation : Supervisor - Plant Technical  
Probation period : 12 months

	Components	Monthly	Annual
<b>A</b>	Basic	2950	35400
<b>A1</b>	Allowances		
1	HRA	1475	17700
2	Conveyance	1600	19200
3	Education Allowance	200	2400
4	MRF Allowance	15862	190344
5	Medical Allowance	246	2950
	<b>A1 Total</b>	<b>19383</b>	<b>232594</b>
	<b>A+A1</b>	<b>22333</b>	<b>267994</b>
<b>B</b>	<b>Annual Payments</b>		
1	LTA (Once in Two years - Rs.10500/- in a block of two years)	438	5250
2	Bonus	590	7080
	<b>B Total</b>	<b>1028</b>	<b>12330</b>
<b>C</b>	<b>Retiral Benefits</b>		
1	PF - 12%	354	4248
2	Gratuity - 4.81%	142	1703
	<b>C Total</b>	<b>496</b>	<b>5951</b>
	<b>Grand Total (A+A1+B+C)</b>	<b>23856</b>	<b>286275</b>

**In addition to the above you will be eligible for the following benefits as per Company policy:**

- Group Hospitalization insurance for self, spouse and dependent children.
- Group personal accident insurance for self.





**MRF**  
**TCR**



**Adhersh I**

Emp.No : 624179

Blood Group : O+

**Plant Technical**






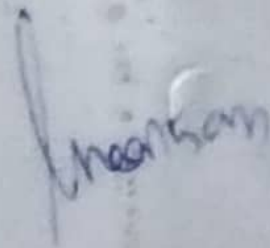
Employment Type : Staff  
Date of Birth : 06.09.2000  
Date of Joining : 18.10.2021  
Father's Name : Inigo J

Emergency  
Contact number : 9442053575

Address :

No:1/407, Kurinji Nagar,  
Veerapandian Pattinam,  
Thoothukudi-628216

  
Card Holder's  
Signature

  
Issuing Authority

**MRF LIMITED - TCR Plant**  
Reg No: PB 78/11  
Naranamangalam Village,  
Alathur Tk, Perambalur - 621109, Tamilnadu  
Phone No : 04328 254444, Ext: 7502  
Mobile Number: 94890 87502

4+14579 33201026941-1

© HID iCLASS GP





## Ajith Kumar S.pdf



Date: 08-September-2021

Ajith Kumar S  
Trichy

Dear Ajith,

With reference to your discussion had with our client, we are pleased to offer you the position of **"Analyst"** for **Buzzworks Business Services Pvt Ltd**, to be deployed at client location of **Capgemini Technology Services India Limited, Trichy**.

Remuneration:

Your annual Cost to the Company (CTC) will be **Rs 228852/- (Two Lac Twenty Eight Thousand Eight Hundred and Fifty Two Rupees Only)**. The break-up of the CTC will be as per the Annexure 'A'.

Date of joining:

Your appointment shall commence on or before **08<sup>th</sup> September 2021**. Should you fail to join by **08<sup>th</sup> September 2021**, this offer shall stand withdrawn at sole discretion of the Company.

This offer is subject to us receiving all your required KYC, Educational and prior Experience documents along with satisfactory feedback from the references provided by you at the time of your interview. It is also likely that we conduct Third Party reference check post your joining us and in the event these checks reveal negative reports, your services will be terminated with immediate effect without any financial obligation on us.

You are requested to sign a copy of this letter in token of your acceptance of this Offer and return the same to us. This employment contract shall be terminable by either party giving 30 days (Thirty) days' notice in writing or salary in lieu of notice, to the other party.

Looking forward to have a mutually beneficial association with you!

Thanking You,

For Buzzworks Business Services Pvt. Ltd.

Authorized Signatory



**Registered office address:**

Buzzworks Business Services Pvt. Ltd, Door # 84,3rd Floor, Murugesha Naicker Building, Thousand Lights, Greaves Road, Chennai – 600006, Tamil Nadu  
+91.44.4978 1837, www.buzzworks.com, CIN : U74999TN2006PTC059363





evinraji.john@mrfmail.com 7:23 pm

to me, dheepesh.s



Dear T Abishek,

Greetings from MRF !!!

With reference to your application and the subsequent interview you had with us, we are pleased to inform that you are provisionally selected for the position of **Supervisor - Production at our Trichy Bias Plant in MA1 Grade.**

**Please be informed that your Date of Joining with MRF will be on 18th Oct 2021, kindly plan your travel accordingly.**

**Your offered CTC is Rs. 2,86,275/- P.A . (with a Basic of Rs. 2,950/- pm). Kindly send us your acceptance of the Provisional offer by sending a reply to this mail. You will get detailed appointment letter once you join us.**

	Monthly	Annual	
Grade	MA1		
Monthly in Pay Slip			
A Basic	2950	35400	
A1 Allowances			
1 HRA	1475	17700	
2 Conveyance	1600	19200	
3 Education Allowance	200	2400	
4 MRF Allowance	15862	190344	
5 Medical Allowance	246	2950	
A1 Total	19383	232594	
A+A1	22333	267994	
B Annual Payments			
1 LTA (Once in Two years )	438	5250	Rs.10500/- in a block of two years
2 Bonus	590	7080	
B Total	1028	12330	
C Retirel Benefits			
1 PF - 12%	354	4248	
2 Gratuity - 4.81%	142	1703	
C Total	496	5951	
Grand Total (A+A1+B+C)	23856	286275	

ITEMS NOT INCLUDED IN CTC  
Group Mediclaim Insurance  
Personal Accident Insurance

As this offer is subject to your being found medically fit, you are requested to undergo medical tests as specified in the enclosed list in a reputed laboratory of your choice and thereafter to obtain a medical fitness certificate from a Registered Medical Practitioner who is an MD in General Medicine. The medical certificate together with all the medical test reports should be sent to us immediately to the address given below. (You need not have to send the X-ray copy and original Bills while sending the medical report).

**The report should reach us latest by 12.10.2021. Please take scan copies of all the medical reports before sending the originals through courier. Kindly ignore if the medical reports are already sent.**

Mr. Dheepesh S  
MRF LTD  
New No: 114 (Old No: 124),  
Greams Road,  
Chennai - 600006



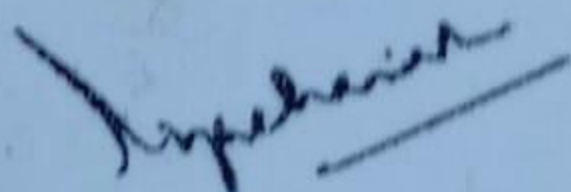
Nature of Employment : Permanent  
Date of Birth : 21.12.2000  
Fathers Name : THAMARAISELVAN G  
Address :

15-A, SOUTH STREET, ERANGUDI,  
INNUMAKULATHUR PO, TICHY- 620009

Date of Joining : 25.10.2021



Signature of card holder



Issuing Authority

- 
1. The Person to whom this card is issued is responsible for its safe custody.
  2. This card shall be worn while on duty.
  3. In Case of loss of card, the same has to be reported immediately to HR department.
  4. The validation of ID Card is confirmed with issuing authority.



# HAYAGREEVER'S KONGUNAD ACADEMY CBSE SCHOOL



Affiliated to CBSE, New Delhi. Affiliation No. : 1931004

D.Gudalore, Dindigul (Dt.), Tamilnadu- 624620.

Cell : 84899 36697, 55

Email : kongunadcbse@gmail.com Website : www.cbse.kongunadugdr.org

Date : 24.03.2021

## APPOINTMENT ORDER

TO

Mr.S.Xavier Richards,  
S/o. Savariar,  
5/406 NGO Colony  
Renganathapuram,  
Dindigul.

Dear Madam,

Sub: Offer of Appointment – Hayagreever's Kongunad Academy – Recruitment for the Post of TGT – Orders issued – reg.

With reference to your application and subsequent interview conducted on 01.03.21 at the school premises, the selection committee is pleased to appoint you as the TGT in the school, subject to the following:

You are eligible for the pay as per the mutual agreement made at the time of interview.

You will not be relieved from duty in the middle of the academic year.

Notice of three months has to be given for relieving.

You should produce all your Original certificates with 3 passport size photos at the time of joining duty.

You are governed by the school rules and regulations in force time to time.

Please confirm your acceptance of our offer by returning the duplicate of this order along with the Xerox copies of your certificates duly signed for our records.

Correspondent

*S. P. R.*

Received my  
appointment order

*D. Gayathri*

*D. Gayathri*  
24/03/2021





# CHELLAMMAL

MATRICULATION HR. SEC. SCHOOL

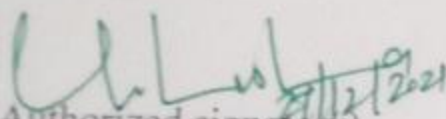
Kunnathur,  
Viraimalai T.K.,  
Pudukkottai District.

Date: 27.12.2021

## BONAFIDE CERTIFICATE

This is to certify that Ms.PRESCITTA F is working as  
Secondary Teacher. She has been working from Nov, 2021 to till now.

Regards

  
(Authorized signatory)

PRINCIPAL

Chellammal Matric.Hr. Sec. School  
Kunnathur, Viraimalai (T.K.)  
Pudukkottai - 621316





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## Salary Offer - Arkema Peroxides

1 message

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S Latha <slatha@arkema.com>

Mon, 15 Nov 2021 at 4:30 pm

To: raghulavinashm@gmail.com <raghulavinashm@gmail.com>

Cc: M Anandhajothi <m.anandhajothi@arkema.com>

Dear Mr.[Raghul Avinash](#),

This has reference to your application for the position of **TRAINEE at Arkema Peroxides India Pvt.Ltd. Cuddalore Plant Office.**

We are glad to offer you the following Salary Package. Kindly send us your acceptance of the offer by return mail.

**Position offered : TRAINEE**

Basic	10,000
-------	--------

House Rent Allow.	6,000
-------------------	-------

Conveyance Allow.	5,000
-------------------	-------

Special Allowance	1,000
-------------------	-------

<b>Monthly Gross</b>	<b>22,000</b>
----------------------	---------------

Less : PF	1,200
-----------	-------

<b>Net Takehome</b>	<b>20,800</b>
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**Annual Benefits**

:



Medical	10,000
Provident Fund	14,400
Gratuity	5,772
ESI	5,700
Statutory Bonus	16,800
Performance Bonus	14,994

**CTC Per annum**  
**331,666**

Gross Monthly 27,639

Thanks & regards,

**Latha**

**ARKEMA**

*Ce courriel, pièces jointes incluses, peut contenir des informations confidentielles et/ou couvertes par le secret professionnel et/ou propriété du Groupe Arkema ou de tiers. Il ne peut être utilisé que dans le cadre de son objet. Si vous n'en êtes pas le destinataire, merci d'en informer l'expéditeur par retour et de supprimer ce courriel sans le lire, le copier ni le distribuer. Merci.*

*This e-mail, attachments included, may contain information that is confidential and/or privileged and/or proprietary to the Arkema Group or third party. It may only be used for its intended purpose. If you are not the intended recipient, please advise the sender by return and delete this e-mail without reading, copying nor distributing it. Thank you.*





# THE INDIA CEMENTS LIMITED

Corporate Office : Coromandel Towers, 93, Santhome High Road, Karpagam Avenue  
R.A. Puram, Chennai 600 028, Phone : 044 - 2852 1526, 2857 2100  
Fax : 044 - 2852 1247 Grams : 'INDCEMENT'  
CIN : L26942TN1946PLC000931

EST:00 /456

Dt.27.09.2021

**Mr. Jerone Amulraj M**  
S/o Mr. A. Michel Raj  
No.89, Elango Street, Sangliyandapuram,  
Trichy - 620001 (TAMIL NADU)

Dear Mr. Jerone Amulraj,

## OFFICE ORDER - APPOINTMENT

We are pleased to appoint you as **Management Trainee (Quality Assurance)** in our organization for a period of **Two years** on the following terms and conditions with effect from the date of your reporting for training:

1. Your initial place of posting will be at **Sankari works, Tamil Nadu**.
2. You will be paid a **Basic Pay** and **Special Allowance** as follows. The Special Allowance will not attract any benefits including statutory benefits.

For 1 <sup>st</sup> year Training	:	Basic Pay	- Rs. 10,000/- per month
		Special Allowance	- Rs. 10,000/- per month
For 2 <sup>nd</sup> year Training	:	Basic Pay	- Rs. 11,000/- per month
		Special Allowance	- Rs. 10,000/- per month
3. In addition to the Stipend and Special Allowance, you will be extended the following benefits / facilities during your training period :
  - (a) Casual Leave – 12 days per annum and Sick Leave – 12 days per annum.
  - (b) Reimbursement of medical expenses incurred subject to a maximum of **Rs.10,000/-** (Rupees Ten Thousand only) per annum for the 1<sup>st</sup> year and **Rs.11,000/-** (Rupees Eleven Thousand only) per annum for the 2<sup>nd</sup> year training on production of original bills.
4. You will abide by the Services Rules and Regulations of the Company, which are in force for the present and that which may be formulated by the Company from time to time and also as applicable at your place of posting.
5. Your engagement as **Management Trainee (Quality Assurance)** will not entitle you to claim permanent appointment in the Company.
6. You will not be eligible for any of the privileges and amenities applicable to the permanent employees of the Company.

2





# THE INDIA CEMENTS LIMITED

Corporate Office Coromandel Towers, 93, Santhome High Road, Karpagam Avenue,  
R A Puram, Chennai 600 028. Phone : 044 - 2852 1526, 2857 2100  
Fax : 044 - 2852 1247 Grams : INDCEMENT  
CIN : L26942TN1946PLC000931

--2--

7. You are liable to be transferred to any of the company's Factories / Mines / Offices / Subsidiaries anywhere in India without any additional remuneration.
8. Your training period is liable to be terminated subject to written notice of one month on either side or salary in lieu thereof.
9. Your engagement is subject to your being declared physically fit by the company's Medical officer and also subject to production of original certificates in support of the claims made in your application regarding qualifications, date of birth, experience etc. and also on our receiving satisfactory replies from the referees cited by you. If any of the declaration made in your application is found to be incorrect on a later date, your engagement is liable for termination forthwith.
10. Periodical Assessments on both Technical and Behavioural skills will be done regularly and also at the end of the Training period. The progress on the assessments will be monitored both at Plant Level and at Corporate Level and those who qualify in the assessment will only be considered for absorption in the regular rolls.

You are requested to return the duplicate copy of this order duly signed signifying your acceptance of our offer within seven days from the date of receipt of this order and indicate the date of your reporting for training.

With Best Wishes,

Yours faithfully,  
For THE INDIA CEMENTS LIMITED,

WHOLE TIME DIRECTOR

I accept the terms and conditions of above offer and shall join for training on \_\_\_\_\_

Name : **Jerone Amulraj M**

Signature :

Date :





**accent pharma**



unit of madras pharma

**OFFER LETTER**

**30.11.2021**

Dear Miss.Gracy Amalraj

**Sub: Initial selection for employment as QC Trainee Chemist**

Congratulations! We are pleased to inform you that you have successfully cleared the initial selection process.

At the time of joining you will receive the detailed appointment order which will contain the terms and conditions of your employment.


We welcome you to our organization and look forward to a mutually rewarding career.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

Thanking You,

Yours faithfully,

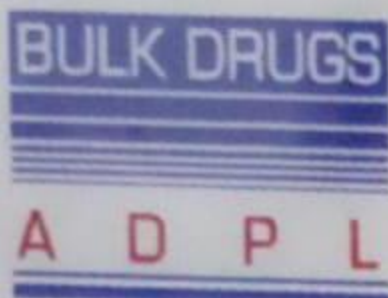
**For ACCENT PHARMA**

  
**G. MANOHARAN**  
**PLANT HEAD**

**Corporate Office : Accent Pharma**  
No. 15, Gopalakrishna Road, T. Nagar, Chennai 600 017.  
Tel : +91 44 2345 2030-34 Fax : +91 44 2345 2036

**Factory : No. 159-B, 22nd Cross Street, PIPDIC**  
Industrial Estate, Mettupalayam, Puducherry - 605 009.  
Tel : 0413-2271537, 38 Fax : 0413-2271539





**ANJAN DRUG PRIVATE LIMITED**



**Name : T. SARAVANAN**

**Emp.Code. : ADPLF 918**

**Designation: Graduate Trainee - Quality Control**

**Employee Signature**

**Authorised Signatory**

**Head office :**

5th Floor, Nelson Towers II Wing, 117,  
Nelson Manickam Road, Aminjikarai, Chennai - 29.

Ph :044-23745778 / 044-23743941





# Chemtrols

Amar Hill, Saki Vihar Road,  
Powai, Mumbai - 400 072.  
Tel. : 28575089 / 67151200  
Fax : 00-91-22-28571913  
Email : chemtrols@chemtrols.com  
Website : www.chemtrols.com  
CIN : U29299MH1981PTC024757

**INDUSTRIES PVT. LTD.**

**SP / Contract / SBU-1 / C-505**

**14 October 2021**

**Mr. Sarguru Nagarajan**  
**No 4/475 Fathimapuram 5<sup>th</sup>, Street,**  
**North Kattur, Thiruverumbur Taluk,**  
**Tiruchirappalli, Pappakuruchi Kattur,**  
**Tamil Nadu-620019.**

**Subject: Appointment - Advice**

We are pleased to offer you an Appointment with Chemtrols Industries Pvt Ltd., as an **Station Operator - AAQMS** based at **St Joseph College Trichy- TNPCB**. You will be reporting to your designated Manager. Your appointment is subject to transfer anywhere in India, as and when required.

**Duration**

Your appointment shall be for a period of 12 months, commencing **13 October 2021**.

**Salary**

The all-inclusive remuneration for this engagement shall be **INR 2,24,00/- (Rupees Two Lakhs Twenty Four Thousand Only)** approx. Details as per attached annexure. You shall provide monthly invoices to the company for services rendered in the prescribed format. Payment for the partial days will be computed on pro-rata basis. Your CTC includes Local Conveyance Allowance and there will be no reimbursement for travel in 50km radius.

**Hours of Work**

Working Hours shall be as per the Project schedule. However you will be expected to work additional hours as necessary to facilitate the performance of your duties. No additional payment is made in respect of any overtime or extended hours worked, nor is there any other form of compensation, such as automatic entitlement to time-off in lieu.

**Confidentiality**

During your employment with Chemtrols, you are not permitted to divulge any information which may be regarded as of a confidential nature including, but not limited to, information on Company business, developed processes, costs, contracts, etc. or any information which may be regarded as confidential to any company or person not directly employed by Chemtrols.

**Notice**

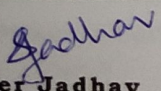
Either party may terminate this agreement by giving the other party 30 days advance notice in writing.

**Governing Law**

This agreement is to be governed by the relevant employment laws in India and the jurisdiction will be Mumbai.

We take this opportunity to welcome you to Chemtrols Industries Pvt Ltd. and hope that you will find the work interesting, challenging and rewarding. Kindly confirm your acceptance by signing below. The signed copy should be returned to our office, and the original to be retained by you.

**For Chemtrols Industries Pvt Ltd.**

  
**Sameer Jadhav**  
**Deputy Manager (HR)**

I, **Mr. Sarguru Nagarajan**, hereby confirm acceptance of the above offer and the terms and conditions stated herein.

Signature: .....

Date: .....



HRD: TAT: TRG: 847: 2021-22

DATE: 07.08.2021

MR. SEBASTIAN JOHNS  
VAYATTATTIL (H),  
PURAPUZHA,  
THODUPUZHA  
IDUKKI- 685583  
KERALA

Dear Mr. Sebastian Johns,

**Offer for Appointment in the Bank as Probationary Clerk**

In continuation to the Online Test and Personal Interview, we are glad to offer you appointment in the Bank as Probationary Clerk.

As you have completed your Induction Training Programme, you are advised to report at the below mentioned Office for the **completion of joining formalities and commencement of duty on or before 16.08.2021:**

THE SOUTH INDIAN BANK LTD.  
BRANCH: NGGO COLONY, COIMBATORE (0206)  
DO. NO. 290, WARD NO. 09, MAIN ROAD, NGGO  
COLONY P.O, COIMBATORE, TAMIL NADU-641022  
Ph: 0422-2642327

Initially you will be on probation for a period of six months. On successful completion of probation, you will be confirmed in the service of the Bank as Clerk. In case the Bank finds your services unsatisfactory, it reserves the right to extend your probation/ terminate your service at its sole discretion.

**Please note that as you are allowed to join the service of Bank prior to the declaration of final results of your qualifying course, your appointment will be on provisional basis till submission of mark list/original degree certificate of having qualified the prescribed course in first chance.**

Details of remuneration, perquisites payable to you on probation and other terms and conditions of employment are attached herewith.

Please confirm acceptance of the offer to the e-mail ID [careers@sib.co.in](mailto:careers@sib.co.in) on or before **08.08.2021**

We hope this will be the beginning of a long and rewarding career with us.

Yours sincerely,



(Anto George T.)  
Senior General Manager (HR & Admin)

Encl: Remuneration, Perquisites and other Terms & Conditions



### REMUNERATION, PERQUISITES AND OTHER TERMS & CONDITIONS

#### Pay Scale (as per IBA)

17900 - 1000/3 – 20900 - 1230/3 – 24590 - 1490/4 – 30550 - 1730/7 – 42660 - 3270/1 – 45930 - 1990/1 – 47920

#### Monthly Salary (as per IBA)

Basic Pay	:	Rs.19,900/-
Special Allowance	:	16.4% of Basic Pay
Dearness Allowance (Quarterly varying)	:	25.69% of Basic Pay, Special Allowance and Travel Allowance
Special Pay	:	Rs. 1,250/-
Transport Allowance	:	Rs. 600/-

#### Monthly Allowance

Canteen Allowance	:	Rs.300/-
Newspaper Allowance	:	Rs.350/-
Conveyance	:	Rs.1400/-
House Rent Allowance	:	10.25% of Basic Pay + Special Pay

#### Half - Yearly Allowance

Closing Allowance	:	Rs.550/-
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#### Yearly Allowance

Medical Aid	:	Rs.2,355/-
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#### Other Benefits

- On confirmation, will be eligible for all allowances and benefits applicable to Clerical cadre which are in existence or may be introduced in the Bank from time to time.
- Will be eligible for Performance Linked Incentive Scheme (PLIS) as applicable to Clerical cadre.
- Will be eligible for Free Personal Accident Insurance benefits up to ₹ 30,00,000/- and Medical Insurance up to ₹3,00,000/- per annum.
- You will also be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + D.A thereon) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.
- You are eligible for Gratuity as per the provisions of The Payments of Gratuity Act after rendering five years of continuous service in the Bank.



**Other Terms and Conditions**

- a) Your appointment is subjected to possessing the stipulated qualification/criteria for the selection process as cited below:
- **Under Graduates**
    - ✓ Age not more than 22 years as on 30.04.2021 (i.e. born on or after 01.05.1999)
    - ✓ Should have secured a minimum of 60% marks in X, XII and Graduation in Arts/Science/Commerce stream under regular course.
    - ✓ Should have cleared all semester(s)/ year(s) in first attempt of Graduation with minimum 60% marks
    - ✓ Should pass the remaining semester/year with minimum 60% marks.
  - **Post Graduates**
    - ✓ Age not more than 24 years as on 30.04.2021. (i.e. born on or after 01.05.1997)
    - ✓ Should have secured a minimum of 60% marks in X, XII, Graduation and Post-graduation in Arts/Science/Commerce stream under regular course.
    - ✓ Should have cleared all semester(s)/ year(s) in first attempt of Post-Graduation course with minimum 60% marks
    - ✓ Should pass the remaining semester/year with minimum 60% marks.
- b) Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted **on or before 30.09.2021** failing which your appointment is liable to be terminated.
- c) It shall be distinctly understood that this offer for appointment is subject to your passing with the stipulated qualification/ criteria cited above in the first chance, submission of original documents/ credentials, medical fitness, police verification and satisfactory background verification, failure to acquire the required base qualification in the first chance, your appointment is liable to be terminated.
- d) You have to execute an agreement to the effect that you will serve the Bank for a continuous period of 3 (three) years active service from the date of your joining the bank. Further, the originals of marklists & Certificates of X, XII, Graduation & Post Graduation (as applicable) will have to be submitted for verification and the same will be returned only after the stipulated active service from the date of joining. In case you leave the service of the Bank before the expiry of the said period, a sum of ₹75,000/- (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the bank for recruitment, imparting training (both in house and external training including on the job training), compensation/ liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.
- e) You shall not leave or discontinue your service in the Bank without first giving a Notice in writing of your intention to leave or discontinue the service or resign. The period of notice required shall be 3 months of continuous service without leave and the same shall be submitted to the Competent Authority.
- f) You shall comply with all the rules and regulations in force from time to time in the Bank as applicable to other employees of the Bank and shall carry out all the other lawful orders/ instructions/ directions of the Bank as are given to you in connection with the day-to-day discharge of your duties and other assignments assigned/ delegated by the Bank from time to time, while in service of the Bank.
- g) All non-public/ price sensitive information obtained/ accessed/ reviewed during your service should be kept as confidential and should not be released/ disclosed either during your service or following cessation (by whatever means) to third parties without prior clearance from the Bank.



- h) The Bank shall be entitled to terminate your service without notice, indemnities and compensation in any of the following events:
- ✓ If you are in the opinion of the Bank, guilty of dishonesty, misconduct or negligence in the performance of your duties.
  - ✓ If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations; made any illegal monetary benefits in cash or in kind out of any of the Bank's affairs.
- i) All information pertaining to your remuneration is to be kept as confidential and should not be disclosed for any reason, other than as required for appropriate financial reporting purposes.
- j) Bank at its discretion will carry out the background checks as per the policy of the bank.
- k) It shall be distinctly understood that your appointment is subject to your medical fitness and satisfactory background verification. If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analysing the medical reports submitted by you. Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

I hereby accept the terms and conditions of offer for appointment

Signature :

Place :

Date :



HRD: TAT: TRG: 773: 2021-22

DATE: 07.08.2021

MR. KISHORE KUMAR S.  
48-B,  
KEEZHAPUDUR ROAD,  
PALAKARAI  
TIRUCHIRAPALLI- 620001  
TAMIL NADU

Dear Mr. Kishore Kumar S.,

**Offer for Appointment in the Bank as Probationary Clerk**

In continuation to the Online Test and Personal Interview, we are glad to offer you appointment in the Bank as Probationary Clerk.

As you have completed your Induction Training Programme, you are advised to report at the below mentioned Office for the **completion of joining formalities and commencement of duty on or before 16.08.2021**:

THE SOUTH INDIAN BANK LTD.  
BRANCH: KURUMANDUR (0177)  
DO.NO.123/6, WARD NO: 3, KOVAI MAIN ROAD,  
KURUMANDUR, ERODE, TAMIL NADU-638457  
Ph: 04285-254151

Initially you will be on probation for a period of six months. On successful completion of probation, you will be confirmed in the service of the Bank as Clerk. In case the Bank finds your services unsatisfactory, it reserves the right to extend your probation/ terminate your service at its sole discretion.

**Please note that as you are allowed to join the service of Bank prior to the declaration of final results of your qualifying course, your appointment will be on provisional basis till submission of mark list/original degree certificate of having qualified the prescribed course in first chance.**

Details of remuneration, perquisites payable to you on probation and other terms and conditions of employment are attached herewith.

Please confirm acceptance of the offer to the e-mail ID [careers@sib.co.in](mailto:careers@sib.co.in) on or before **08.08.2021**

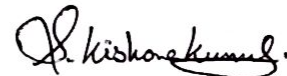
We hope this will be the beginning of a long and rewarding career with us.

Yours sincerely,



(Anto George T.)  
Senior General Manager (HR & Admin)

Encl: Remuneration, Perquisites and other Terms & Conditions





### REMUNERATION, PERQUISITES AND OTHER TERMS & CONDITIONS

#### Pay Scale (as per IBA)

17900 - 1000/3 - 20900 - 1230/3 - 24590 - 1490/4 - 30550 - 1730/7 - 42660 - 3270/1 - 45930 - 1990/1 - 47920

#### Monthly Salary (as per IBA)

Basic Pay	:	Rs.19,900/-
Special Allowance	:	16.4% of Basic Pay
Dearness Allowance (Quarterly varying)	:	25.69% of Basic Pay, Special Allowance and Travel Allowance
Special Pay	:	Rs. 1,250/-
Transport Allowance	:	Rs. 600/-

#### Monthly Allowance

Canteen Allowance	:	Rs.300/-
Newspaper Allowance	:	Rs.350/-
Conveyance	:	Rs.1400/-
House Rent Allowance	:	10.25% of Basic Pay + Special Pay

#### Half - Yearly Allowance

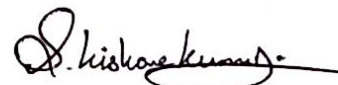
Closing Allowance	:	Rs.550/-
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#### Yearly Allowance

Medical Aid	:	Rs.2,355/-
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#### Other Benefits

- On confirmation, will be eligible for all allowances and benefits applicable to Clerical cadre which are in existence or may be introduced in the Bank from time to time.
- Will be eligible for Performance Linked Incentive Scheme (PLIS) as applicable to Clerical cadre.
- Will be eligible for Free Personal Accident Insurance benefits up to ₹ 30,00,000/- and Medical Insurance up to ₹3,00,000/- per annum.
- You will also be governed by the "Defined Contributory Pension Scheme" in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + D.A thereon) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.
- You are eligible for Gratuity as per the provisions of The Payments of Gratuity Act after rendering five years of continuous service in the Bank.





**Other Terms and Conditions**

a) Your appointment is subjected to possessing the stipulated qualification/criteria for the selection process as cited below:

• **Under Graduates**

- ✓ Age not more than 22 years as on 30.04.2021 (i.e. born on or after 01.05.1999)
- ✓ Should have secured a minimum of 60% marks in X, XII and Graduation in Arts/Science/Commerce stream under regular course.
- ✓ Should have cleared all semester(s)/ year(s) in first attempt of Graduation with minimum 60% marks
- ✓ Should pass the remaining semester/year with minimum 60% marks.

• **Post Graduates**

- ✓ Age not more than 24 years as on 30.04.2021. (i.e. born on or after 01.05.1997)
- ✓ Should have secured a minimum of 60% marks in X, XII, Graduation and Post-graduation in Arts/Science/Commerce stream under regular course.
- ✓ Should have cleared all semester(s)/ year(s) in first attempt of Post-Graduation course with minimum 60% marks
- ✓ Should pass the remaining semester/year with minimum 60% marks.

b) Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted **on or before 30.09.2021** failing which your appointment is liable to be terminated.

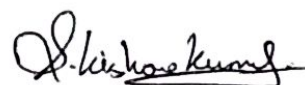
c) It shall be distinctly understood that this offer for appointment is subject to your passing with the stipulated qualification/ criteria cited above in the first chance, submission of original documents/ credentials, medical fitness, police verification and satisfactory background verification, failure to acquire the required base qualification in the first chance, your appointment is liable to be terminated.

d) You have to execute an agreement to the effect that you will serve the Bank for a continuous period of 3 (three) years active service from the date of your joining the bank. Further, the originals of marklists & Certificates of X, XII, Graduation & Post Graduation (as applicable) will have to be submitted for verification and the same will be returned only after the stipulated active service from the date of joining. In case you leave the service of the Bank before the expiry of the said period, a sum of ₹75,000/- (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the bank for recruitment, imparting training (both in house and external training including on the job training), compensation/ liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

e) You shall not leave or discontinue your service in the Bank without first giving a Notice in writing of your intention to leave or discontinue the service or resign. The period of notice required shall be 3 months of continuous service without leave and the same shall be submitted to the Competent Authority.

f) You shall comply with all the rules and regulations in force from time to time in the Bank as applicable to other employees of the Bank and shall carry out all the other lawful orders/ instructions/ directions of the Bank as are given to you in connection with the day-to-day discharge of your duties and other assignments assigned/ delegated by the Bank from time to time, while in service of the Bank.


g) All non-public/ price sensitive information obtained/ accessed/ reviewed during your service should be kept as confidential and should not be released/ disclosed either during your service or following cessation (by whatever means) to third parties without prior clearance from the Bank.





- h) The Bank shall be entitled to terminate your service without notice, indemnities and compensation in any of the following events:
- ✓ If you are in the opinion of the Bank, guilty of dishonesty, misconduct or negligence in the performance of your duties.
  - ✓ If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations; made any illegal monetary benefits in cash or in kind out of any of the Bank's affairs.
- i) All information pertaining to your remuneration is to be kept as confidential and should not be disclosed for any reason, other than as required for appropriate financial reporting purposes.
- j) Bank at its discretion will carry out the background checks as per the policy of the bank.
- k) It shall be distinctly understood that your appointment is subject to your medical fitness and satisfactory background verification. If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analysing the medical reports submitted by you. Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

I hereby accept the terms and conditions of offer for appointment

Signature : 

Place : TRICHY, TAMILNADU.

Date : 08-08-2021



HRD: TAT: TRG: 815: 2021-22

DATE: 07.08.2021

MR. VENKATESH K. M.  
58,  
NORTH STREET, NALLAMANGUDI,  
NANNILAM  
THIRUVARUR- 610105  
TAMIL NADU

Dear Mr. Venkatesh K. M.,

**Offer for Appointment in the Bank as Probationary Clerk**

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BRANCH: KARAUKUDI (0797)  
DO.NO.14, WARD NO.9, CHONA BUILDING,  
SUBRAMNIAPURAM SECOND STREET (MAIN),  
KARAUKUDI SOUTHSTREET P.O., SIVAGANGA,  
TAMIL NADU-630002  
Ph: 04565-225111, 227999

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Yours sincerely,



(Anto George T.)  
Senior General Manager (HR & Admin)

K. M. Venkatesh

Encl: Remuneration, Perquisites and other Terms & Conditions



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*K.M. Venkatesh*



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- f) You shall comply with all the rules and regulations in force from time to time in the Bank as applicable to other employees of the Bank and shall carry out all the other lawful orders/ instructions/ directions of the Bank as are given to you in connection with the day-to-day discharge of your duties and other assignments assigned/ delegated by the Bank from time to time, while in service of the Bank.
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*K.M. Venkath*



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  - ✓ If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations; made any illegal monetary benefits in cash or in kind out of any of the Bank's affairs.
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I hereby accept the terms and conditions of offer for appointment

Signature : *K. M. Venkatesh*  
Place : *NANNILAM, THIRUVARUR*  
Date : *08.08.2021*



Oct-21

Mr. K.Narendhra Harish  
109/5 Mutharamman Koil Street  
Thamathukonam  
Nagercoil - 629004

Dear Narendhra,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 3/- Lakhs per annum (Rupees Three Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs. 3/- Lakhs per annum (Rupees Three Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1





### **Confidentiality and Non Disclosure**

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information , instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

### **Conflict of interest Guidelines.**

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

### **Roles and Responsibilities**

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

### **Working Hours**

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

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**AVA Software Pvt. Ltd.,**

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130

**Website:** <http://www.avasoft.com>



**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. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

**Health Insurance**

The Company will insure you, your spouse and a maximum of 2 Children as dependents for Hospitalization as per the policy for an amount of Rs.2,00,000/-per annum per individual. Details would be made available on joining.

**Termination & Recovery**

- (i) The Company may terminate this contract and the Employee's employment at any time.
- (ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- (iii) The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1<sup>st</sup> month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to compensate the Employer a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty thousand Only) to cover the loss incurred by the Employer in recruiting/training Employee and also for similar expenses to be incurred by the Employer on another person to be inducted as successor in the office and also considering disruption in continuity in the office, failing which will lead to legal action.

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**AVA Software Pvt. Ltd.,**

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,

Navalur, Chennai - 600 130

**Website:** <http://www.avasoft.com>



(iv) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(v) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

**Non – Competition**

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

**Notice Period**

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The waiver of notice period fully or partially is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

**Pre-Employment Screening:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**AVA Software Pvt. Ltd.,**

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,

Navalur, Chennai - 600 130

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**Professional Ethics:**

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.



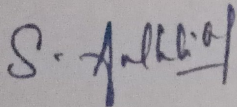
**Dispute**

Any dispute that arises between parties will be referred to the Sole Arbitrator appointed by the Employer and the same is governed by the Arbitration and conciliation Act 1996. Any dispute between us and employee will be handled in Chennai courts only.

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly sign the copy of this letter as a token of your acceptance and return it to the undersigned on or before 25th Oct 2021.

Sincerely,



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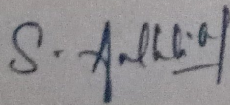
Anthea Vicky

Human Resources



Compensation Break Up		
Name	K.Narendhra Harish	
Designation	Trainee Engineer	
A – Base Component	Monthly (Rs.)	Annual (Rs.)
Basic	15000	180000
HRA	7500	90000
Total of A	22500	270000
B – Basket of Allowances		
Medical Allowances	700	8400
Total of B	700	8400
C- Retirals		
Provident Fund	1800	21600
Total of C	1800	21600
Total (A+B+C)	25000	300000

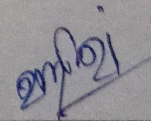
For AVA SOFTWARE Pvt. Ltd.,



Anthea Vicky

Human Resources

To AVA SOFTWARE Pvt. Ltd.,



K.Narendhra Harish

Trainee Engineer

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