



5.2 Student Progression

5.2.1 Placement – Off Campus - **School of Biological Sciences**

Monisha A



Government of India  
Department of Posts, India

Office of the Inspector of Postoffices, Chengam Sub Division Division, Tiruvannamalai

**ORDER OF PROVISIONAL ENGAGEMENT**

No. CGMSDO/Rectt/2022/Alathur BO/MC/dlgs dated 14/09/2022

In response to the notification No. ..

Shri/Smt/Ms..... **MONISHA A** ..... son / daughter of  
Shri..... **ANBAZHAGAN A** ..... whose Date of Birth is..... **29/06/1999** .....  
and who belongs to..... **UR** .....category/selected against..... **UR** ..... category is hereby  
engaged as **GDS ABPM/ Dak Sevak, Alathur B.O** ..... in account with under  
**Kanji S.O/Tiruvannamalai H.O** ..... on **PROVISIONAL BASIS** with effect from dated  
..... **14/09/2022** ..... AN/FN in the TRCA scale of..... **10000** ..... He/she shall be paid such  
allowances as are admissible from time to time.

2. Shri/Smt/Ms..... **MONISHA A** ..... Son/daughter of Shri  
**ANBAZHAGAN A** ..... should clearly understand that his/her engagement  
as **GDS ABPM/ Dak Sevak, Alathur B.O** ..... In account with / under  
**Kanji S.O/Tiruvannamalai H.O** ..... shall be in the nature of a contract  
liable to be terminated by him/her or by the undersigned by notifying the order in writing and  
that his conduct and Engagement shall be governed by the department of Posts, Gramin Dak  
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. This **Provisional Engagement** is subject to satisfactory verification of the prescribed  
educational qualification, community certificate and other certificates, wherever prescribed. The  
candidate will have to undergo satisfactory prescribed Induction Training course and Practical  
Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper  
channels. If the verification reveals that the claim of the candidate belonging to Scheduled  
Caste/Scheduled Tribe /Other backward classes/(not belong to creamy layer)/ is false or  
educational certificates are not genuine or found unfit on Police Verification, his/her

Engagement shall be terminated forthwith without assigning any further reasons and without prejudice to other criminal/legal action as may be taken under the provisions of Indian Penal Code for production of false certificate as a consequence.

5. The engagement of (Economically Weaker Sections) EWS candidates is provisional and is subject to the Income and Asset certificate being verified through proper channels and if the verification reveals that the claim to belong to EWS is fake/false the Engagements will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.

6. At the time of joining, you will have to give undertaking on bond paper of Rs.100/- that, you have adequate independent means of livelihood for yourself and your family and other than the TRCA(allowances) being paid to you by Govt.

7. The BPM will have to provide accommodation for Branch Post Office at Branch Office Village if the accommodation is not provided by Central Govt/State Govt/Gram Panchayat or any other local Body as per standard prescribed by Directorate order no.17-31/2016-GDS dated 25.06.2018 & 28.09.2018 (which has already been mentioned in notification ..... As per Rule 3-A(vii) of GDS (Conduct and Engagement) Rules 2020, you should take up residence in Post Office village within a month of selection but before engagement as it is mandatory to you by these Rules. Failure to reside in place of duty for GDS BPM after engagement shall be treated as violation of conditions of engagements and liable for disciplinary action under Rule-10 of GDS (Conduct and Engagement) Rules, 2020 resulting in removal/dismissal from engagement.

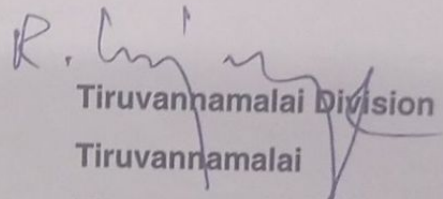
7.1 Failure to reside within the delivery jurisdiction of the Post Office for other categories of Gramin Dak Sevaks after engagement shall be treated as violate of conditions of engagement and liable for disciplinary action under Rule 10 of the GDS (Conduct& Engagement) Rules, 2020 requiring removal/dismissal.

8. At present DARPAN devices are using Network Service Providers(NSPs) viz, Airtel, Voda-Idea & BSNL etc. for ensuring connectivity to Branch Post Offices. While providing accommodation for GDS BO, it should be ensured that, Network is available for any one of these NSPs.

9. You will have to furnish requisite Security Bond of Rs.1,00,000/- (Rs. One lakhs only) for five years by remitting requisite premium per annum and application in prescribed form to concerned Postal Co-Operative Society through Drawing and Disbursing Officer.

10. You will have to furnish declaration for having knowledge of cycling. If you are having knowledge of riding a scooter or motor cycle, that may be considered as knowledge of cycling. The candidate has to submit a declaration to this effect and has to produce driving license.

11. If any information or documents submitted by the candidates is found false / incorrect at a later stage, his/her engagement shall be terminated in accordance with Rule 8 of GDS (Conduct & Engagement) Rules, 2020.

  
Tiruvannamalai Division  
Tiruvannamalai  
Tiruvannamalai

A copy of this memo is issued to:

- I. The candidate..... **MONISHA A**  
..... **205, WEST KATTUKOTTAI, EARVAIPATTINAM, KALLAKURICHI, VILLUPURAM, 606207**
- II. PF of the candidate
- III. Postmaster /SPM..... **Kanji S.O/Tiruvannamalai H.O**
- IV. Divisional Office..... **Chengam Sub Division** for information.
- V. The .....  
for information.
- VI. O/C/Spare

DATE: 06<sup>th</sup> September, 2022

Name: L.Jayakumar

Date of Joining: 02.08.2022

Emp ID: 2387

Employment Type: Permanent

**Subject: Letter of Offer**

Dear L.Jayakumar,

Congratulations on your selection in our organization, it gives us great pleasure to welcome you to the **S2M Health Family**.

We are pleased to offer you the Post of **Junior Medical Coder** with a monthly CTC of **Rs. 15000**

As confirmed by you, we request you to join us on or before **02.08.2022 9.00 AM**, post which this offer will not be valid.

Your probation period will be for **6 months** starting from the **date of your joining**

We assure you of an innovative environment where challenging and interesting work is part of daily life. S2M looks for someone like you with not only experience, but also high achievement orientation and ethics.

If you need any clarifications, please feel free to contact (9566206873/  
[hemavathy.b@s2mhealth.com](mailto:hemavathy.b@s2mhealth.com) [hr@s2mhealth.com](mailto:hr@s2mhealth.com) )

Welcome on board...!!!

Your CTC structure is enclosed herewith as 'Annexure - A'.

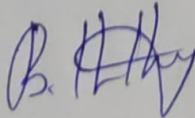
Yours faithfully,

For S2M Health Pvt Ltd

Name: Hemavathy B

Designation: HR Manager

Signature:

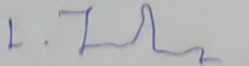


Name	L.Jayakumar	
Employee ID	2387	
Nature of Employment	Permanent	
Designation	Junior - Medical Coder	
Location	Chennai	
	Monthly	Annually
Basic	5192	62300
HRA	3115	37380
LTA	1082	12979
Meal Allowance	0	0
Business Communication Allowance	0	0
Special Allowance	3591	43091
Variable Pay		5000
<b>Total Gross Salary</b>	<b>12980</b>	<b>160750</b>
<b>Statutory Contributions</b>		
Employer EPF Contribution	1184	14204
Employer ESIC Contribution	422	5062
<b>CTC (excluding Night Shift Allowance)</b>		<b>180016</b>
<b>Statutory Deductions</b>		
Employee EPF Contribution	1184	14204
Employee ESIC Contribution	97	1168
Professional Tax	208	2500
<ul style="list-style-type: none"> <li>- TDS on Salary will be deducted, as applicable</li> <li>- Variable Pay is payable annually, on September 30<sup>th</sup> upon completion of Performance Assessment for confirmed employees on rolls as on date of pay-out</li> </ul>		

#### Annexure-A: Compensation

#### Declaration:

I hereby accept the terms and conditions there in and return the duplicate copy signed in token of my acceptance.

Employee Signature: 

Name: L.Jayakumar

Date: 06/09/2022

**DATE:18.07.2022**

**Name: Arun Kumar S**

**Date of Joining:18.07.2022**

**Emp ID:2266**

**Employment Type: Permanent**

**Subject: Letter of Offer**

**Dear Arun Kumar S**

Congratulations on your selection in our organization, it gives us great pleasure to welcome you to the S2M Health Family.

We are pleased to offer you the Post of **Junior Medical Coder** with a monthly **CTC of Rs. 15000**

As confirmed by you, we request you to join us on or before **18.07.2022 9.00 AM**, post which this offer will not be valid.

We assure you of an innovative environment where challenging and interesting work is part of daily life. S2M looks for someone like you with not only experience, but also high achievement orientation and ethics.

If you need any clarifications, please feel free to contact (9566206873/  
[hemavathy.b@s2mhealth.com](mailto:hemavathy.b@s2mhealth.com) [hr@s2mhealth.com](mailto:hr@s2mhealth.com) )

Welcome on board...!!!

Your **CTC** structure is enclosed herewith as '**Annexure - A**'.

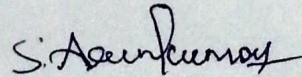
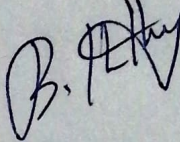
Yours faithfully,

For **S2M Health Pvt Ltd**

**Name: Hemavathy B**

**Designation: HR Manager**

**Signature:**





Date: 05/08/2022  
Place: Chennai

To:

**Ms. Ishwarya Packiaraj**  
No: 2/3, Kothanar Sandhu,  
Telephone Colony  
Dindigul - 624 001.  
Tamil Nadu, India.

**Subject: Letter of Internship Acceptance.**

Dear Ms. Ishwarya Packiaraj,

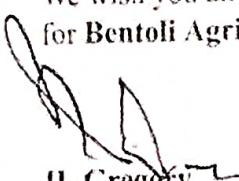
We are glad to inform you that you have been engaged as an Internship Trainee - R&D in our Trichy Lab for a period of three months from 8<sup>th</sup> August 2022 to 8<sup>th</sup> November 2022.

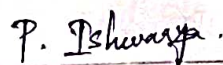
During your training period, you will be reporting to Dr. Mayilraj Shanmugam - Research Director, R&D and You will be paid a stipend of Rs.12,000/- per month. Please note that you will not be eligible for any other benefits except statutory obligation by an employer.

You should note that any information and lab process which you are going to involve as per your Key Result Areas during the course of your internship should be kept confidential at all times.

You are requested to abide by all the rules and regulations of the company. As a token of your acceptance, please sign and return the acknowledgment copy of this letter for our records.

We wish you all the best  
for **Bentoli AgriNutrition India Pvt., Ltd.**

  
**J.L. Gregory**  
Administrative Controller

  
**P. Ishwarya**  
**Ishwarya Packiaraj**

**Bentoli AgriNutrition India Pvt., Ltd.**

No.3F2, Third Floor, Front Block,  
Building No: 115, Metro Tower,  
Pennamallee High Road,  
Chennai 600094, Tamilnadu, India

Tel: +91 44 2835 1068  
[www.bentoli.com](http://www.bentoli.com)



Elakkiya Pichaimani &lt;elakkiyapichaimani@gmail.com&gt;

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**Appointment as Tutor to Ms.P.Elakkiya - Reg.**

2 messages

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**Human Resources** <hr@rajasdentalcollege.edu.in>  
To: Elakkiya Pichaimani <elakkiyapichaimani@gmail.com>

Wed, Aug 10, 2022 at 2:56 PM

Dear Ms.P.Elakkiya,

Greetings!!! from Rajas Medical Institutions.

We are pleased to offer you the role of **Tutor** in the department of **Biochemistry** at Rajas Dental College,Kavalkinaru Jn.,Thirunelveli Dt. **with effect from 01/08/2022.**

You are advised to reply and confirm the acceptance of this offer by mentioning the date of joining.

***We congratulate you on your appointment and wish you a long and successful career with us.***

--

*Thanks with Regards*

**R.Madhu Sudhanan**  
**Manager Human Resources**  
**Rajas Medical Institutions**  
**89039 39333**  
[hr@rajasdentalcollege.edu.in](mailto:hr@rajasdentalcollege.edu.in)

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**Elakkiya Pichaimani** <elakkiyapichaimani@gmail.com>  
Draft

Wed, Aug 10, 2022 at 10:48 PM

Accepted.

[Quoted text hidden]

Prof. R. Natarajan,  
M.Sc., Ph.D (Brazil),  
Director - Academic



64-A, Sakthi Nagar,  
Gandhipuram South, Karur - 629 004.  
Mobile : 88581 15600

Email : graavitons@gmail.com  
Web : www.graavitons.com

**To whom so ever it may concern**

This is to certify that Ms.P.BACKYA LAKSHMI (Aadhar Number: 358899572183/ D/o PANDIYARAJAN, No.14,V.O.C.Street, Ariyamangalam, kattur, Trichy) has enrolled for the " GRAAVITONS FACULTY-2022" in our Institute.

Dr. R. Natarajan  
Director  
Graavitons





Dear Sushma,

Following on from our recent discussion, I am delighted to confirm the details we covered within our verbal offer with ICON Clinical Research Ltd:

Position Offered: Assistant Clinical Data Coord

Manager: Nivethitha Mohandoss

Based: India, Trivandrum

Salary: ₹225,000.00

Start Date: 02/28/2022

**Benefits:**

36 days (12 Personal Leave + 12 Vacation Leave + 12 Sick leave) + 14 statutory holidays

Target Bonus -Annually

Medical Insurance - Personal Accident cover: 2 x the employees CTC

Life Insurance Cover: 2 x employees CTC

Transport allowance - Commute provided to all staff to and from office, from designated pick up points

40 hours working week.

In your new role with us, you will have the opportunity to help our customers accelerate the development of drugs and devices that help save lives and improve the quality of lives around the world. Our ICON culture and core values, Accountability and Delivery, Collaboration, Partnership and Integrity are shared across the company.

As discussed and agreed upon at the time of your interview with ICON for the position of Assistant Clinical Data Coordinator, you are hereby advised that your appointment is subject to your agreement to serve ICON for a minimum period of 18 months under the following terms:

As a measure to ensure that the knowledge and expertise acquired by you as a part of the training provided is retained within the organization, you agree to serve ICON Clinical Research India Pvt. Ltd. for a minimum period of 18 months from your date of joining. If you terminate your employment prior to the completion of 18 months from your date of joining, you undertake to pay the company a sum of 2,00,000.00 INR towards training costs.

In the event of your leaving ICON, via resignation or termination due to under performance or misconduct as per the employee handbook, the training costs will need to be repaid to the company on the following basis:

0-12 months' service from the date of appointment 100% repayable.

13-18 months' service from the date of appointment 50% repayable.

All other terms of employment will remain as per your employment contract. All matters relating to this agreement are strictly confidential between you and the company, and should be treated as such.

Upon acceptance, you will receive an email from our third party background verification company, HireRight, asking you to follow a link to enter your information to start your debarment and background check. Please complete this request within 24 hours of receipt, delay completing this may affect your start date.

We hope that you are pleased to receive our verbal offer, please confirm by accepting the check box in Workday to formally accept and complete your personal information. When we receive this, your formal contract of employment/ offer letter will be sent to you.



We look forward to welcoming you aboard and in the meantime, if you have any questions, please do not hesitate to contact me via email or by phone.

Congratulations!

Sutapa Chakraborty

01 August, 2022

**Ms. Mythilidevi P**

EMP ID: 407923

No. 107, V.N Agraharam, II CR Annanagar,  
Kulithalai, Karur,  
Tamil Nadu - 639104.

SPi/AL/BKS/2022/4207

Dear Mythili,

### **Offer of Appointment**

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Trainee - Reviewer Selection Editor** with effect from 01 August, 2022.

#### **Terms and Conditions :**

1. **Compensation** : Your cost to the Company would be **INR 23,600** per month and break-up details are as per **Annexure 1**.
2. You will be reporting to Deputy Manager and your essential facts of the job will be discussed and your progress will be monitored by your reporting authority.
3. **Transfer/Deputation** : Your initial place of posting/deputation will be at Chennai. However, you are liable to be transferred/deputed at any time on temporary or permanent basis to another department / establishment within the Group or under the same Management or post or place in any part of the World, where the Management may establish its office, later on. Upon such transfer/deputation, the rules and regulations of service applicable to such post or at the place of transfer/deputation, will become applicable to you.
4. **Probation** : You will be on probation, for a period of six months and after successful completion of which you may be considered for a permanent position or otherwise informed. Your probationary period will be assumed to have been extended until such time as you receive a letter offering you a permanent position. Mere completion of the probationary period or any extension thereof would neither entitle you to automatic confirmation nor any implied confirmation.
  - a. On completion of your probation period, your performance would be evaluated. Based on your performance, Management reserves the right to re-designate you.
  - b. In case of termination during the probation period, the Company is liable to give 45 days prior notice and if you resign during the probation period, you are liable to give 45 days notice.
  - c. In case you do not give sufficient notice, the Management reserves the right to take further suitable action against you.
  - d. During the probation period you are eligible for leave, strictly as per the leave policy of the Company.
5. **Termination after Confirmation** :
  - a. On successful completion of the probation period and upon our offering you a permanent employment, the employment shall be terminable by either party by giving 60 days notice or payment of salary in lieu thereof. However, acceptance of salary in lieu of notice period is at the sole discretion of the Company.

SPi Technologies India Private Limited, Block 9B, Level - 6, DLF ITES/SEZ IT park, 1/124 Shivaji Garden, Mount Poonamallee Road, Ramapuram, Chennai 600 089 • T +91 44 4395 0500

**Regd. Office:** R.S.No. 4/5 and 4/6, Gothi Industrial Estate, Vazhudavur Road, Kurumampet Revenue Village, Puducherry 605 009  
T +91 413 2297600 • F +91 413 2297708 • www.straive.com • CIN: U93000PY2017PTC008168

- b. If you remain absent from work without any intimation and permission for a continuous period of five working days or more, you shall be deemed to have resigned, your employment with us, with effect from the day you completed 5 working days of such absence.
  - c. You cannot take any employment directly/indirectly with any of our clients or their affiliates, without written permission from SPi Technologies India Private Limited.
6. **Responsibility and Accountability** : You will be briefed about these separately upon your joining. You will have the responsibility to carry out duties for efficient and economical operation in the areas, which are being assigned to you now or subsequently.
7. **Medical Fitness** : This offer of employment is subject to you being medically fit. You shall at any time subject yourself to medical examination as may be ordered by us to ascertain the state of your health and medical fitness to carry out your employment with us. If you are declared medically unfit on such medical examination or if you refuse to subject yourself to such medical examination as ordered by us, you shall be deemed to have voluntarily resigned.
8. **Age of Retirement** : Please note that unless your services come to an end on account of resignation, termination or dismissal, or by any mode of separation you will retire on completion of 58 years of age.
9. During your probation and after confirmation, you shall not undertake directly or indirectly any other business, work or public office on payment or otherwise except with prior approval in writing from the Management.
10. You will be committed not to divulge any secret or valuable information, which is likely to damage the interests of the Company. All documents, specifications, reports, software etc. developed during your tenure with SPi Technologies India Private Limited will be Company's property and you will not be permitted to take them with you either while leaving your services or use thereafter.
11. All properties of the Company including documents, magazines, books software, journals etc. are for exclusive use of the Company personnel within the Company premises and you shall not allow any outsider to use such property. In case you are authorized to take any Company property out of the Company premises, you shall be liable for any loss or damage to the same, while these are under your custody.
12. You shall not be allowed to take out any material from the Company premises or bring into the premises any material without the written permission of the Management.
13. The designation assigned to you is subject to change depending upon the nature of work assigned to you from time to time. Details of your remuneration should be treated as strictly personal and confidential and should not be shared with any other employee of the Company.
14. Your monthly salary will be credited to your ICICI Bank Account, which the Company will facilitate to open at our office premises, if not available.
15. Company will monitor and audit Internet access for the purposes of assuring system security, proper usage, and for performance impact. The employee has no rights of privacy in their use of the Internet and must adhere to the Internet Usage Policy set in the Company.
16. You shall not disclose to any person, firm or corporation any trade, technical or technological secrets, any details of organization or business affairs, any names of past or present customers of the Company or its affiliates or any other information relating to the business or businesses or their affiliates.

17. The nature of job calls for shift work arrangements and under such circumstances you may be expected to work on shifts, as may be assigned, depending upon the projects.

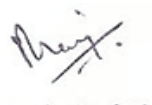
**18. Tax Liability :**

- a. The taxability of allowances / reimbursements is to be considered in the light of the tax laws prevailing at the relevant time. In case, any tax has to be recovered from any of the reimbursements because of changes made by the Government, it will be recovered from your salary.
  - b. Income tax, professional tax and all other statutory taxes shall be deducted from your pay, as applicable from time to time. However, it will be entirely your responsibility for payment of all other taxes.
19. You will work within the framework of the organizational structure, policies and directions as laid down by the Management. Other terms and conditions of your employment, which have not been exclusively dealt with or not covered under this offer of appointment will always be in accordance with the HR Manual, Policies of the Company, as applicable to you, existing at this point of time and /or amended, introduced, implemented from time to time.
20. You shall notify any change in your residential address to the Company in writing within 7 days from the date of such change along with the proof, otherwise the residential address provided at the time of joining shall be considered as valid.
21. Any loss/ penalty/ fine incurred by the company due to any information given by you, which otherwise should not have been given by you due to any confidential agreement or contractual agreement entered into by you, will be made good to the Company by you.

This offer of appointment letter is not to be changed, corrected modified or terminated unless it is changed in writing, and signed by the parties hereto.

Please return the duplicate copy duly signed as a token of your acceptance of the terms of employment.

**for SPi Technologies India Private Limited**



**Manoj P**  
**Vice President – Human Resources**

The above terms and conditions have been read, understood, accepted and I would abide by them.

**Signature of Acceptance**

Date :

Name : **Mythilidevi P**

# ANNEXURE 1

## SALARY STRUCTURE

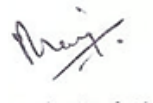
**Name** : Ms. Mythilidevi P  
**Designation** : Trainee - Reviewer Selection Editor  
**Department** : Abstracting and Indexing

Components	Per Month (INR)	Per Annum (INR)
Basic Pay	10900	130800
House Rent Allowance	5450	65400
Special Allowance	5450	65400
<b>Gross Salary</b>	<b>21800</b>	<b>261600</b>
Employer PF	1800	21600
Employer ESIC	-	-
<b>Total CTC</b>	<b>23600</b>	<b>283200</b>
Employee PF	1800	21600
Employee ESIC	-	-
<b>Pre Tax Take Home</b>	<b>20000</b>	<b>240000</b>

**\*\* Subject to deduction of Income Tax if any**

Mediclaime Insurance Coverage \* **INR 100,000** (Rupees One Lakh Only)  
 Accident Policy Coverage \* **INR 300,000** (Rupees Three Lakh Only)  
 \* As per company policy

Note: Contribution by the Employee towards the PF/ESI at the appropriate Contributory percentage.  
**for SPi Technologies India Private Limited**



**Manoj P**  
**Vice President – Human Resources**

I accept the above CTC structure breakup and I am aware that this is confidential and shall not disclose this information to others.

**Signature of Acceptance with date**

01 August, 2022

**Ms. Kavya Kalaiyarasan**

EMP ID: 407914

2/251, Sivan Koil North Street, Kallupatti,  
Sivaganga, Tamil Nadu - 630306

SPI/AL/BKS/2022/4086

Dear Kavya,

### **Offer of Appointment**

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Trainee - Reviewer Selection Editor** with effect from 01 August, 2022.

#### **Terms and Conditions :**

1. **Compensation** : Your cost to the Company would be **INR 23,600** per month and break-up details are as per **Annexure 1**.
2. You will be reporting to Deputy Manager and your essential facts of the job will be discussed and your progress will be monitored by your reporting authority.
3. **Transfer/Deputation** : Your initial place of posting/deputation will be at Chennai. However, you are liable to be transferred/deputed at any time on temporary or permanent basis to another department / establishment within the Group or under the same Management or post or place in any part of the World, where the Management may establish its office, later on. Upon such transfer/deputation, the rules and regulations of service applicable to such post or at the place of transfer/deputation, will become applicable to you.
4. **Probation** : You will be on probation, for a period of six months and after successful completion of which you may be considered for a permanent position or otherwise informed. Your probationary period will be assumed to have been extended until such time as you receive a letter offering you a permanent position. Mere completion of the probationary period or any extension thereof would neither entitle you to automatic confirmation nor any implied confirmation.
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5. **Termination after Confirmation** :
  - a. On successful completion of the probation period and upon our offering you a permanent employment, the employment shall be terminable by either party by giving 60 days notice or payment of salary in lieu thereof. However, acceptance of salary in lieu of notice period is at the sole discretion of the Company.

- b. If you remain absent from work without any intimation and permission for a continuous period of five working days or more, you shall be deemed to have resigned, your employment with us, with effect from the day you completed 5 working days of such absence.
  - c. You cannot take any employment directly/indirectly with any of our clients or their affiliates, without written permission from SPi Technologies India Private Limited.
6. **Responsibility and Accountability** : You will be briefed about these separately upon your joining. You will have the responsibility to carry out duties for efficient and economical operation in the areas, which are being assigned to you now or subsequently.
7. **Medical Fitness** : This offer of employment is subject to you being medically fit. You shall at any time subject yourself to medical examination as may be ordered by us to ascertain the state of your health and medical fitness to carry out your employment with us. If you are declared medically unfit on such medical examination or if you refuse to subject yourself to such medical examination as ordered by us, you shall be deemed to have voluntarily resigned.
8. **Age of Retirement** : Please note that unless your services come to an end on account of resignation, termination or dismissal, or by any mode of separation you will retire on completion of 58 years of age.
9. During your probation and after confirmation, you shall not undertake directly or indirectly any other business, work or public office on payment or otherwise except with prior approval in writing from the Management.
10. You will be committed not to divulge any secret or valuable information, which is likely to damage the interests of the Company. All documents, specifications, reports, software etc. developed during your tenure with SPi Technologies India Private Limited will be Company's property and you will not be permitted to take them with you either while leaving your services or use thereafter.
11. All properties of the Company including documents, magazines, books software, journals etc. are for exclusive use of the Company personnel within the Company premises and you shall not allow any outsider to use such property. In case you are authorized to take any Company property out of the Company premises, you shall be liable for any loss or damage to the same, while these are under your custody.
12. You shall not be allowed to take out any material from the Company premises or bring into the premises any material without the written permission of the Management.
13. The designation assigned to you is subject to change depending upon the nature of work assigned to you from time to time. Details of your remuneration should be treated as strictly personal and confidential and should not be shared with any other employee of the Company.
14. Your monthly salary will be credited to your ICICI Bank Account, which the Company will facilitate to open at our office premises, if not available.
15. Company will monitor and audit Internet access for the purposes of assuring system security, proper usage, and for performance impact. The employee has no rights of privacy in their use of the Internet and must adhere to the Internet Usage Policy set in the Company.
16. You shall not disclose to any person, firm or corporation any trade, technical or technological secrets, any details of organization or business affairs, any names of past or present customers of the Company or its affiliates or any other information relating to the business or businesses or their affiliates.

17. The nature of job calls for shift work arrangements and under such circumstances you may be expected to work on shifts, as may be assigned, depending upon the projects.

**18. Tax Liability :**

- a. The taxability of allowances / reimbursements is to be considered in the light of the tax laws prevailing at the relevant time. In case, any tax has to be recovered from any of the reimbursements because of changes made by the Government, it will be recovered from your salary.
  - b. Income tax, professional tax and all other statutory taxes shall be deducted from your pay, as applicable from time to time. However, it will be entirely your responsibility for payment of all other taxes.
19. You will work within the framework of the organizational structure, policies and directions as laid down by the Management. Other terms and conditions of your employment, which have not been exclusively dealt with or not covered under this offer of appointment will always be in accordance with the HR Manual, Policies of the Company, as applicable to you, existing at this point of time and /or amended, introduced, implemented from time to time.
20. You shall notify any change in your residential address to the Company in writing within 7 days from the date of such change along with the proof, otherwise the residential address provided at the time of joining shall be considered as valid.
21. Any loss/ penalty/ fine incurred by the company due to any information given by you, which otherwise should not have been given by you due to any confidential agreement or contractual agreement entered into by you, will be made good to the Company by you.

This offer of appointment letter is not to be changed, corrected modified or terminated unless it is changed in writing, and signed by the parties hereto.

Please return the duplicate copy duly signed as a token of your acceptance of the terms of employment.

**for SPi Technologies India Private Limited**



**Manoj P**  
**Vice President – Human Resources**

The above terms and conditions have been read, understood, accepted and I would abide by them.

**Signature of Acceptance**

Date :

Name : **Kavya Kalaiyaran**

## ANNEXURE 1

### SALARY STRUCTURE

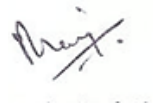
**Name** : Ms. Kavya Kalaiyarasan  
**Designation** : Trainee - Reviewer Selection Editor  
**Department** : Abstracting and Indexing

Components	Per Month (INR)	Per Annum (INR)
Basic Pay	10900	130800
House Rent Allowance	5450	65400
Special Allowance	5450	65400
<b>Gross Salary</b>	<b>21800</b>	<b>261600</b>
Employer PF	1800	21600
Employer ESIC	-	-
<b>Total CTC</b>	<b>23600</b>	<b>283200</b>
Employee PF	1800	21600
Employee ESIC	-	-
<b>Pre Tax Take Home</b>	<b>20000</b>	<b>240000</b>

**\*\* Subject to deduction of Income Tax if any**

Mediclaime Insurance Coverage \* **INR 100,000** (Rupees One Lakh Only)  
 Accident Policy Coverage \* **INR 300,000** (Rupees Three Lakh Only)  
 \* As per company policy

Note: Contribution by the Employee towards the PF/ESI at the appropriate Contributory percentage.  
**for SPi Technologies India Private Limited**



**Manoj P**  
**Vice President – Human Resources**

I accept the above CTC structure breakup and I am aware that this is confidential and shall not disclose this information to others.

**Signature of Acceptance with date**

# நக்கீரன்

ONLINE MEDIA



**G. Angeshwar.**

Jr. Sub-Editor

**PRESS**

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**நக்கீரன்**

**Nakkheeran Publications**

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Phone : 044-43993000



INNOVATE  
INTEGRATE  
IMPACT

Date: 7<sup>th</sup> December 2022

To,  
A.S. Sreedhar,  
Senior Principal Scientist  
CSIR-CCMB

Subject: Internship at CSIR-CCMB

Dear Sir,

Thank you for your support to RICH's Scholarship and Mentorship Programme for Women in STEM Education and Careers.

We are pleased to inform you that Ms. Clemency Anu has been shortlisted to undertake internship at CSIR-Centre for Cellular and Molecular Biology (CCMB) under the Scholarship and Mentorship programme for Women in STEM education and careers by RICH. We request your approval to send her the offer letter after she completes her application at the Student based training programme (SBTP) portal.

She is one of the top 25 students selected for the first cohort of the programme from a pool of 245 candidates with an excellent all-round profile, who has shown an interest in pursuing a career in STEM fields. The total duration of the internship will be six months during which she will receive a stipend of Rs.15000 per month from RICH.

We are hopeful that your institution will ensure that the student gets a chance of experiential learning by engaging her in R&D projects with your scientists. This opportunity will benefit the student immensely in her career journey.

The internship can be started anytime from December 2022 onwards, depending on your availability.

Thank you.

Regards,

Ms. Rashmi Pimpale  
CEO, RICH

**RESEARCH AND INNOVATION CIRCLE OF HYDERABAD**

CIN: U74999TG201NPL119936, Website: [www.rich.telangana.gov.in](http://www.rich.telangana.gov.in)

Communication Office: IIIT-H Campus, T-Hub, New Catalyst Building, RICH, 3rd Floor, Gachibowli, Hyderabad | Telangana State - 500 032

Registered Office: 1st Floor, TSIDC Premises, Parisrama Bhavan, Basheerbagh Hyderabad | Telangana State - 500 004



Congratulations, you accepted the job  
offer SENIOR CODER! Inbox



equm.fa.sender@workflow... 30 Jan

to me ▾



Hello Vinothini,

Congratulations, you just accepted the job offer SENIOR CODER.

We look forward to you joining this team.

Sincerely,

Omega External Career Portal Recruiting Team

Date: December 13, 2022

Dear **ANANDAKUMAR S**

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Tiruchirappalli** with an Annual CTC Compensation of **Rs. 207,648.00 (Rupees Two Lakh Seven Thousand Six Hundred Fourty Eight Only)**. Your date of joining will be on or before **15 December 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up to that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.

With this arrangement we look forward to extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

**Encl. ANNEXURE**



## **Annexure A**

### **Terms and Conditions of Employment**

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

#### **Statement of Facts**

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume 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.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

#### **Duties**

- a. 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 the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

#### **Place of Work**

You will be in employment at the company's office or other work locations 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.

#### **Hours of Work**

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

#### **Leave and Vacation**

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorated basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

## Conduct

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

## Confidentiality

- a. 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, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. 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.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

## Separation from the company

- a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period. If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

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

**Signature**

**Name**

**Date**

**Annexure - B**  
**SALARY STRUCTURE**

Salary Components	Amount - Monthly	Amount - Yearly
Basic	10,210.00	122,520.00
House Rent Allowance	3,769.00	45,228.00
Advance Statutory Bonus	1,021.00	12,252.00
Special Allowance	0.00	0.00
Fixed Cash (Gross)	15,000.00	180,000.00
PF	1,225.00	14,700.00
ESI	488.00	5,856.00
Medical Insurance	0.00	0.00
Gratuity	491.00	5,892.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,304.00	27,648.00
Total Cost PA (CTC)		207,648.00

Authorized by  
Vikram Kumar N  
Talent Acquisition

பாரதியார் பல்கலைக்கழகம்  
BHARATHIAR UNIVERSITY  
COIMBATORE - 641 046, TAMILNADU, INDIA

University

Re-Accredited with "A" Grade by NAAC

Ranked 14<sup>th</sup> among Indian Universities



**OFFICIAL MEMORANDUM No. C3/CRTD/2891/580/2023, Date: 19.01.2023**

**Sub:** Appointment for the post of **Junior Research Fellow** to work under the DST-SERB-CRG Project entitled, "**Synergistic Effect of Biochar and Arbuscular Mycorrhizal Fungi in Improving Soil Carbon and Enzyme Activities in Mine Land Soils - A Strategy to Re-establish Vegetative Cover in Degraded Mine Soils**" in the Department of Environmental Sciences, Bharathiar University - Orders - issued - Reg.

\*\*\*\*\*

**Ms.V.Hema** is provisionally appointed as **Junior Research Fellow** under the DST-SERB-CRG project for a period of **three years or till completion of project whichever is earliest** with consolidated pay of **Rs.25,000/-p.m plus HRA** subject to the following terms and conditions:

1. The appointment will be effective from the date on which, she reports at the Department of Environmental Sciences of this University.
2. She shall not accept or hold any appointment, paid or otherwise or receive any emoluments, salary, stipend etc. from any other source during the tenure of this appointment.
3. If the progress or conduct of the candidate has not been satisfactory, the appointment may be suspended or withdrawn by the University at any time without assigning any reason.
4. She shall not be permitted to relinquish the appointment without the prior approval of the University. If he desires relief, she should forward such request to the University through the Principal Investigator and the Head of the Department, giving one full month's notice or should get proper relief after remitting one month's salary.
5. The appointment is purely temporary for a period of **three years or till completion of project whichever is earliest** with consolidated pay of **Rs.25,000/-p.m plus HRA pm** and the candidate shall have no claim whatsoever with regard to any future recruitment in this University.
6. She is requested to inform this office whether the appointment is acceptable, under the terms and conditions stipulated above.

She should report for duty on or before **03.02.2023** otherwise, her appointment will be cancelled.

A joining report may be forwarded to this office, along with a letter accepting the above-mentioned Terms and Conditions after joining duty in the Department through the Principal Investigator and the Head of the Department.

No TA & DA will be paid to the candidate for joining duty under the above scheme.

She should produce all the original certificates and relieving order from the previous employer (if any), on the date of joining duty under the above scheme.

To  
**Ms.V.Hema**  
1/1065, Chinnamanapatty  
F.Keelaiyur post, Manapparai, Trichy - 621 312.



**DIRECTOR**

**Copy to:**

1. The Under Secretary, Science and Engineering Research Board, 5 & 5A, Lower Ground Floor, Vasant Square Mall, Sector - B, Pocket - 5, Vasant Kunj, New Delhi - 110 070
2. The Professor and Head, Department of Environmental Sciences, BU
3. Dr.D.Prabha, Assistant Professor, PI of DST-SERB-CRG project, Department of Environmental Sciences, B.U (Through: Proper Channel)
4. The Finance Officer (CRTD), BU.



# SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

Accredited "A" Grade by NAAC | 12B Status by UGC | Approved by AICTE

[www.sathyabama.ac.in](http://www.sathyabama.ac.in)

## APPOINTMENT ORDER

Dear Mr.Jenif Leo Anandharaj

Date: 01/09/2022

**Sub:** Appointment order for the post of **Project Assistant-1** for **SERB** funded project entitled "**Molecular Mechanistic role of arturmerone, a Promising drug candidate for the treatment of Parkinson's Disease**" under **Dr. Beryl Vedha.Y**, Principle Investigator of project in the **Centre for Nanoscience and Nanotechnology**, Sathyabama Institute of Science and Technology (Deemed to be University), Chennai.

1. With reference to your application and subsequent interview you had with us on **26/08/2022**, we are happy to issue this appointment order to you. For the post of **Project Assistant-1** for **SERB** funded project entitled "**Molecular Mechanistic role of arturmerone, a Promising drug candidate for the treatment of Parkinson's Disease**" under **Dr. Beryl Vedha.Y**, Principle Investigator of project in the **Centre for Nanoscience and Nanotechnology**, Sathyabama Institute of Science and Technology from **1<sup>st</sup> September, 2022 to 31<sup>st</sup> August, 2025**.
2. You are expected to meet the milestones in the speculated time.
3. The appointment is temporary for one year.
4. You will be allowed a consolidated amount of **Rs.31,000/-** per month.
5. You are required to convey your acceptance immediately and Join the duty on **01.09.2022**.

All the best

CHANCELLOR

ACCEPTED & RECEIVED