AQAR 2022-23



5.2 Student Progression

5.2.1 Placement – Off Campus - School of Management Studies



Invitation Letter

Name: Muthazhagan Jayavel Date: Monday, October 10, 2022

Dear Muthazhagan Jayavel,

We are glad to inform you that you are being invited to undergo a short-term fixed traineeship under the **Applicant Training Program (ATP)** in our organization.

This training program would be in two stages. Stage 1 will be a **classroom training (CRT) of** 1 Week Stage 2, will be an **On-the-Job Training (OJT) of** 3 Weeks. Furthermore, only on successful clearing the assessments and minimum requirements of the **CRT stage**, you will be moved to the **OJT stage**.

Please note that this invitation does not guarantee you permanent employment at BYJU'S. This Agreement will automatically expire upon the completion of the term of the training program, unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. For example, if you do not clear the CRT (classroom training stage) based on assessments that you go through, your traineeship will be terminated after one week and you will be paid a prorated amount for one week. The decision of the Company in this matter shall be final.

1. Training Program Details:

Training Role: Applicant Trainee - Sales
Trainer: Rahul Raj (TNL201605108)

Reporting Time: 9:30 AM

Classroom Training Location: Byjus - Coimbatore - 2nd floor, Senthil Towers, 1078, East Wing, Avinashi Road, P.N Palayam, Coimbatore- 641018, Tamil Nadu

OJT Training Location: Byjus - Coimbatore

Role Location: Coimbatore

If the CRT/OJT is mentioned as Work from Home, that phase of your training will be conducted virtually. If the CRT/OJT is mentioned as a city name, your training will be conducted physically in the BYJU's office of that city

- 2. Date of Enrollment: Your enrollment becomes effective from the date of joining the Applicant Trainee Program, which date shall be no later than Tuesday, October 18, 2022.
- 3. Term: The term of this training program would be for a period of 1 Week + 3 Weeks, commencing from your date of enrollment. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. The decision of the Company in this matter shall be final. We follow a 6-day working week model during training as well as after training.
- 4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over and above the 4 Weeks) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company in this matter shall be final.
- 5. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-enrollment screening activities (including background verification and criminal history check).
- 6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer to you any position/ employment with the company on the expiry of this fixed-term traineeship Agreement. Any offer of employment, after completion of the 4 Weeks training program, will be subject to satisfactory performance during training, qualification of all criteria as determined by the central management from time to time and the needs of the company from time to time.

The offer is also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company.

7. Stipend: Your stipend for the entire duration of the training program of 4 Weeks is INR 16,667.00(Stipend).

Payment Processing

The stipend shall be paid monthly on a pro-rata basis as per the number of days worked in the previous month.

- <u>8. Deductions:</u> The Company shall be entitled to deduct from the above stipend payable to you calculated on monthly basis, the following contractual, statutory, and compulsory deductions:
- (a) Provident Fund;
- (b) Income tax deducted taxes
- (c) Dues to Company including loans at source at the rates applicable; or
- (d) Any other applicable statutory deductions
- (e) PF administrative charges and EDLI charges as per rules (1% admin charges), will be included in above mentioned stipend.
- The income tax liability with regards to your income and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.
- **9. Expense Reimbursement:** In addition to the aforementioned stipend, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable for you will be shared post your joining the training program.
- 10. Company Policies: You will be governed by the Company's policies, regulations, and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policies' tab in your 'Service Platform Account' and/or the 'Applicant Training Program Handout' provided to you.
- 11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. If you join the program from the 1st to the 15th of a month, you are entitled to get the leave credit for that month. If you join the program between the 16th to the end of the month, you are not entitled to the leave credit for that month. You will not be eligible for any other paid leaves during the Applicant Training Program.
- 12. Absence from duty: During the training program, if you take off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated as loss of pay days. You are expected to report to your department head on rejoining the duty after an absence and provide valid reasons for absence in writing before taking up training again. If you are absent from duty for more than 2* days (including paid and unpaid leaves/consecutive or cumulative), training will be discontinued due to automatic disqualification.

(*In case, where this agreement is extended, as per Clause 4 of this agreement, needs to be read as 3 days, with no change to terms and conditions of Clause 11.)

- 13. Termination: Subject to Clause 3, your services may be terminated in the following manner:
- a) The Company will be entitled to disqualify your participation in the training program by giving you 48 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.
- b) In the event of disqualification on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, criminal offenses alleged or guilty, or a material violation of Company policies or you are found to be absconding from the training program or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your disqualification will be immediate and without any notice or compensation.
- c) In the event of your exit from the Training Program, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the corresponding stipend amount in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be a part of the training program of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your association with the Company.
- d)Trainee Certificate will be provided only on completion of the training period. If the resignation is initiated by you or you have been relieved as part of the Absenteeism policy, for violating the company policies, or for disciplinary issues during the training, you will not receive the certificate.
- 14. Confidential Information: During the training program, you may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your traineeship in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents, and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.
- 15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material, and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free rights in such intellectual property in perpetuity to the Company. You shall not assert any right, title, or interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

- a. You are required to devote your entire time, attention, and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your traineeship with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.
- b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to a breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material, and documents with utmost honesty and professional ethics.
- c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d. During the course of your training program, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit a breach of the terms of your traineeship or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your traineeship forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e. During the course of your training, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including, but not limited to warning, suspension or disqualification your candidature forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- f. You will keep the Company informed of any change in your residential address, your family status, or any other personal particulars relevant to your traineeship, as and when the change occurs.
- g. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the applicant training program by the Company. Your traineeship with the Company shall be contingent upon you executing the said agreement.
- h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- i. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
- j. This letter constitutes the complete understanding between you and the Company regarding the terms of your association with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your association. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- k. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vast exclusively in the courts of Bangalore, Karnataka
- I. Anti-disparagement: During the term of engagement/ employment and at all times thereafter,
- (i) The Trainee shall not, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize, or otherwise communicate in any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, employees, directors, agents, or partners including business partners;
- (ii) The Trainee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Trainee, would constitute a violation of this clause; and
- (iii) The Trainee shall not do or cause to be done any act, deed or thing which would affect the Employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.

The terms of your training contract detailed above are strictly confidential and should be treated as privileged information between yourself

and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining the training program at the earliest. We are certain that as a participant of the training program, you will find challenge, satisfaction, and opportunity in your association with the Company.

You are requested to carry the below-mentioned documents on your joining date

- 1. Graduation Document
- 2. Pan Card
- 3. Aadhaar Card
- 4. Cancelled Cheque/Bank Statement/Bank Passbook
- 5. Passport Size Photograph

Details of the training program

The training program has two Stages:

Stage1: Classroom Training Program (CRT)

Duration :1 Week .

Post completion of 1 Week, you will be assessed on various parameters. Only qualifying training participants will be moved to Stage 2 (OJT stage) of the program.

Stage 2: 'On-the-job' Training (OJT)

Duration: 3 Weeks.

Post completion of 3 Weeks, the training participants will be assessed on various parameters captured during 3 Weeks. Only qualifying training participants will become eligible to be offered a role of BDA (Subject to approval from management). There will be additional performance incentives that will be applicable during the training program.

Please note that this invitation does not guarantee you a permanent employment at BYJU'S. The management reserves the sole right to take the decision.

Yours sincerely, I have read and understood all the terms and conditions of the Applicant Trainingrogram

Think & Learn Pvt. Ltd. Accept Job Offer by signing below

Human Resource Signature:

This is system generated offer letter and does not require an authorized signature.

Annexure

Business Development Associate(BDA) Profile Details

Upon satisfying the conditions mentioned above, the offer for the role of BDA will be extended with a compensation of INR 4.5 Lakhs to 5.5 Lakhs + 3 Lakhs for the role of Business Development Associate.

Your work location after being offered the role of Business Development Associate (post successful clearance of the training program) would be Coimbatore, or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

If the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to rescind your offer in case the offer has been made or terminate employment if you have joined as an employee.

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Services

October 26, 2022

Vipin M

1/397 Ediyen Thottam Karanampettai Tiruppur - 641 401

LETTER OF APPOINTMENT

Dear Vipin,

Congratulations! We have pleasure in making an offer to you for the post of *HC & Insurance Operations Senior Rep. - coimbatore*. We expect you to join the company on or before *November 4, 2022* You will be a part of the NTT DATA Information Processing Services Private Limited, ("NTT DATA") legal entity.

We believe that our employees form the basis of our success and are therefore our most valued assets. Accordingly, we have always believed in giving them the very best work environment and facilities that allows them to deliver results to their full potential. You can look forward to the same when you join us!

The other terms & conditions of your service are attached in the annexures.

We look forward to a long and mutually satisfying association with you and hope you find the atmosphere challenging and invigorating to realize your potential

Please sign the duplicate copy of this letter and return it to us as a token of your acceptance of the terms and conditions of employment offered to you. You can hand this over to the relevant authority on the day of joining.

Regards,

Sindhu Palanisamy

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Annexure- 1

	Annexure- 1			
	Compensation and Benefits			
Name	Vipin M			
Designation	HC & Insurance Operations Senior Rep.	. Grade		
Joining Date	Joining November 4, 2022		coimbatore	
	Fixed Compensation (A)			
Group 1		Monthly (₹)	Annual (₹)	
Basic Salary		₹ 5000	₹ 60000	
Group 2 (All	owances)			
The Flexible	Compensation Plan (FCP) includes:			
. House Re	ent Allowance		₹ 79915	
. Leave Tra	avel Allowance			
. Children l	Education Allowance			
. Children I	Hostel Allowance	₹ 6660		
. Professio	nal Development Allowance	₹ 0000		
. Meal Pas	S			
. National I	Pension Scheme			
. Fuel & Ma	aintenance*			
. Special A	llowance			
Group 3 (Re	tirals)			
^Provident Fund (12% of Basic Salary) Employer's Contribution		₹ 600	₹ 7200	
Gratuity (4.89 of Gratuity Ad	% of Basic Salary as per the provisions of the payment ct 1972).	₹ 240	₹ 2885	
Total Fixed (Compensation (Group 1 +Group 2+Group 3)	₹ 12500	₹ 150000	
	Variable Compensation (B)	BIP		
		Min	Maximum	
Annual potential discretionary variable incentive**		0%	7%	
		-	₹ 10500	
Annual earnir	ng potential including fixed compensation	₹ 150000	₹ 160500	
	Additional Benefits (C)			
Employer Contribution towards Employee Health Insurance (GMC)***		₹ 8000		
Remote working allowance****		₹ 9600		
Annual total	benefits Cost	₹ 1	7600	
Total Compe	ensation (Maximum cost to the company)	₹ 17	8100	

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^PF contribution: if your basic salary is less than INR 15,000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the Special Allowance will be considered up to the extent of INR 15,000 per month. If your basic salary is INR 15,000 or more, the PF contribution will be

calculated on Basic Salary only.

*You can claim Fuel and Maintenance reimbursement as per the government guidelines. This will be derived

from the existing Special Allowance component. The reimbursement is applicable only for four wheelers.

Unclaimed Allowance will be taxed and paid as Special Allowance.

** You are eligible for the annual discretionary variable incentive pay as per the program ("PEP") in accordance

with the terms and conditions of the applicable program assigned to you based on your job and business unit.

The annual discretionary variable incentive pay may differ as it will be funded and paid based on the Company's

performance and individual performance and subject to the terms and conditions of the program applicable at

that time. The annual discretionary variable incentive pay stated above may be withdrawn, changed or modified

by the Company at its sole discretion, from time to time and will be notified to you as per the Company policy.

***There is no reimbursement of amount as this is a benefit provided by the Company to its employees and the

premium payable towards the insurance will be borne by the Company which is subject to change year on year

.Benefits under this Insurance Policy will be as per the rules of the insurance company

****This is applicable only for employees up to grade 11 where Company at its sole discretion allows or requires

certain employees to work remotely on a formal basis and if the position is conducive to such an arrangement.".

Please note that only your total fixed compensation will be visible in our internal navigator system and the

variable/additional benefits will be as per the company policy/program.

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Medical and Insurance Benefits

Hospitalization Insurance

You are covered under the Group Hospitalization Insurance Policy which covers self and eligible dependents for a maximum benefit of **Rs.5,00,000**.

Personal Accident Insurance

You are covered under the Personal Accident Insurance for self as per Company policy.

Group Life Insurance Scheme

You are covered under the Group Life Insurance for self as per Company policy.

Other Benefits

Discretionary Advance against Salary

On confirmation, you will be eligible for discretionary salary advance up to a maximum of six (6) months basic salary for taking care of any medical emergencies for self and family members, as per the Company policy.

House Deposit Advance

You are eligible for house deposit / advance up to a maximum of 10 months' rent or 6 months HRA or actual advance payment whichever is lower, as per the Company policy.

Salary Advance

On confirmation, you will be eligible for salary advance up to a maximum of one (1) month gross salary for taking care of any personal emergencies for self, as per Company policy.

The benefits stated above may be withdrawn, changed or modified by the Management at its sole discretion, from time to time and will be notified to you as per the Company policy. The eligibility shown is as per current policy and is subject to change from time-to-time as per the Company policy

The above is subject to the policies of the Company, as applicable from time to time.

Yours sincerely,

FOR NTT DATA Information Processing Services Private Limited



LAKSHMI BALAJI

ASSOCIATE DIRECTOR - TALENT ACQUISITION

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Annexure - 2

Other TERMS AND CONDITIONS OF EMPLOYMENT

- Your total compensation and benefits will be as per the enclosure. All the tax liabilities on the entire
 compensation, at present or in the future, shall be borne by you. The compensation is at a cost to
 company basis.
- You will be on probation during the first six (6) months of your joining the Company. You would be
 confirmed in the services of the Company based on your performance review at the end of the probation
 period. In case your performance is found to be unsatisfactory, your services are liable to be terminated
 or your probation period might be extended as per the discretion of the Management
- Training: The Company may also send you to a location of its choice for occupancy or to any location abroad for the purpose of specific skills training relevant to your employment with the Company. If your employment with the Company ends for any reason within the first twelve (12) months of the company sending you abroad for specific skills training, you will be required to repay to the Company, all the costs paid to you or incurred on your behalf for this training.
- Your employment is contingent on the successful completion of mandatory training as per the Company's parameters and requirements as communicated to you.
- Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company. You agree to serve the Company faithfully and perform such duties as may be entrusted by your assigned supervisor(s) as authorized by the Company from time to time.
- Transfer to Other Locations: Your services may be transferred to any one four Associate/Group
 companies or Units in India or Overseas to carry out any assignment arising out of the Company's
 business including transfers to any of its offices (or locations of its customers) in India or abroad on terms
 and conditions as applicable to such transfers. If this results in a change of your service conditions, the
 Company will issue you a prior communication of the same.
- During the term of your employment you agree to devote your entire energy, full and undivided attention exclusively to provide services to the Company/ its clients and commit that you will not represent, handle or otherwise undertake any other business activity, it being clearly understood that you will devote your full working time exclusively to the Company's work and business. You will not carry on, without prior permission in writing, any lecturing or any business, either alone or in partnership, or be directly or indirectly employed or be concerned with any business, trade or profession whatsoever as a principal or an agent or otherwise, take up any office or place/ position of profit or serve any other company as an agent/ partner/ employee or in any other capacity during the term of your employment with the Company.

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Breach of this condition shall lead to immediate termination of your services by the Company without any notice or compensation.

- You agree and represent to the Company that you are not subject to any other existing contract, which
 would affect or impede your ability to perform in accordance with this letter.
- This agreement may be terminated by providing a notice in writing on either side or salary in lieu of such notice. As per the Company's current policy, the notice period is 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Your relieving from the services, however, depends on the satisfactory completion of any assignment(s) you are working on during the said notice period and the completion of hand over formalities as defined by your supervisor. Please bear in mind that the Company's policies (including the one pertaining to notice period / separation) are subject to changes from time to time and you will be communicated of those changes in a timely manner.
- The Company, at its discretion can waive the applicable notice and relieve you immediately upon paying
 you the base salary in lieu of the said notice period or can ask you to continue in service during the period
 of notice and need not necessarily accept salary in lieu of notice from you. The Company may, however,
 terminate your services without any notice or compensation in the event of:
 - Your remaining absent from work without authorization or reasonable explanation for more than three (3) consecutive days. It would be considered as voluntary abandonment of duties and your name would be struck off from the rolls. Further, you will be liable to pay the Company, including without limiting, an amount in lieu of the notice period.
 - o Incompleteness of documents or misrepresentation of facts provided during the hiring process. Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.
 - Any breach or refusal to carry out your duties or responsibilities or refusal to carry out tasks assigned to you by those in authority.
 - Any reasonable suspicion of misconduct, disloyalty, commission/omission of an act involving moral turpitude, any act of indiscipline or inefficiency.
 - Any time during your probation period, if the Company has suspicion regarding your candidature,
 Company, at its discretion can enquire further details, and reserves the right to ask your participation in additional interviews.

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- It is hereby agreed by and between the parties that in case you leave the services of the Company out of your own will without serving on the Company the prescribed written notice or salary in lieu thereof, the same shall constitute a substantial breach. In such event, you agree that all sums advanced or to be advanced hereafter or paid or otherwise expended on your behalf or on your account and any other expenses lawfully incurred by the Company in connection with your probation/ training/ employment shall be paid back by you to the Company.
- Upon joining the Company, you shall enter into the confidentiality undertaking as a condition of your employment hereunder. Upon the termination of your employment, you will return to the Company all papers, notes, records, documents and other properties that was used created or controlled by you or happened to come across or become known to you during your tenure of service 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 of the same.
- You will be entitled to leave and other fringe benefits as per the policies of the Company that may be in effect from time to time.
- The Company is a member under the Provident Fund scheme and registered under the Employee Provident Funds and Miscellaneous Provisions Act, 1952. You will be required to be a member of the Provident Fund scheme subject to the act and rules.
- You hereby give your consent for carrying out background verification which may include education, past
 employment, criminal background check, pending litigation, medical test and any other verifications as
 may be required by the Company or its clients from time to time.
- This appointment is subject to:
 - You furnishing the Company with a relieving letter as requested on or before the date of joining from all your previous employers including your most recent employer.
 - The Company receiving satisfactory reports from all references cited in your application.
 - The Company receiving satisfactory reports on your background verification (By signing a copy of this letter you authorize the Company to appoint an agency of its choice to conduct such verification). The Company may carry out background verification either at the time of your joining or anytime as and when you are being seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment

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- The Company has a Zero Tolerance policy towards unethical behavior:
 - If it comes to the notice of the Company at any time that any of the details provided by you is false, the Company reserves the right to terminate your services with immediate effect without paying any salary in lieu of the notice period.
 - Your conduct at all time should reflect observance of the national and local laws and the rules and regulations of the Company that are in effect. These may change from time to time and you have a duty to be in step with the changes. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.
 - At any time during your employment the Company, in its sole discretion, may require you to work remotely either temporary or on permanent basis in accordance with the Company's policy effective 1st September 2020. In such cases the employees are expected to have a suitable remote work area.
- The Company reserves the right to depute / transfer your services to any other location or group company in consistence with the Company's interest.
- You covenant and agree that for a period of one (1) year following your resignation, relieving, retrenchment or termination of your employment for any reason whatsoever, you shall not directly or indirectly do any of the following:
 - Solicit or accept any business from a person, firm or corporation that is a customer of the Company during the term of your employment with the Company.
 - Solicit or accept any business from any person, firm or corporation that is prospective customer
 of the Company with whom you had any dealings on the Company's behalf during the term of
 your employment with the Company.
 - Communicate with any customers of the Company or communicate with any employee of the Company with the effect of enticing or attempting to entice any employee away from the Company.
- Any delay or nonperformance of any of the provisions of this letter, to the extent caused by the condition beyond the control of the Company, including strike, lockouts, work stoppages (including industrial action of any kind which requires the Company and you to accept the terms of settlement) which the Company considers unacceptable to the business ("Force Majeure Event") shall not constitute breach of this letter and the time for performance of such provision, if any, shall be deemed to be extended, for a period equal to the duration of the conditions preventing performance. However, Force Majeure Event shall not include:

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- Any event which is caused by the negligence or is intentional of any party to this letter.
- Insufficiency of funds.
- The Company affected by an event of Force Majeure Event shall communicate to you of such event as soon as possible and in any not later than fourteen (14) days, following the occurrence of such event and will take all reasonable steps to mitigate the effects thereof.
- When the Force Majeure Event ceases, the parties shall resume their responsibilities under the terms of this letter within seven (7) working days, or, if the same is not possible within the said time period, then as soon as reasonably and commercially possible.
- o In the event that a Force Majeure event materially frustrates this letter and has prevented, or if the Company reasonably believes that such event occurred to prevent, timely performance hereunder for a period of more than one (1) month, then the Company may temporarily take reasonable steps to mitigate its potential damage, including procurement of services from such other sources as will be satisfactory to meet the Company's requirement for the period of the Force Majeure Event. If a Force Majeure Event materially frustrates this letter and if the parties are unable to perform due to a Force Majeure Event for more than two (2) months, either party may terminate this letter without any further obligation, provided however, that any outstanding amounts are paid by the Company to you and vice-versa.
- The Company will collect and process certain personal information in relation to your employment with the Company. You hereby acknowledge and consent to the collection, use, storage and processing of your personal information, including Sensitive Information, for the purpose of administering your employment with the Company, including for the purposes of administering employment related benefits, maintaining employee records, and conducting background verification and performance reviews. You also agree and consent to the transfer or disclosure of your personal information and Sensitive Information to the Company's affiliates, parents, and third-party service providers. You acknowledge and accept that these recipients may be located within or outside of India, in a country which may have different data privacy laws applicable. The term 'Sensitive Information' means and includes such personal information that relates to your passwords, physical, physiological or mental health condition, sexual orientation, medical records, financial information and biometric information. You hereby consent to the processing of your personal information in the manner described above, whether by the Company or any service provider on behalf of the Company."
- You declare that you have not suffered or are suffering from any mental disease/ deficiency/ disorder and also declare that you are having sound physical and mental health to work with the Company.
- You declare that you have not been convicted by any civil or criminal courts of law in India/ abroad.
- You shall maintain a high level of ethics and code of conduct for a good and professional relationship at your workplace. While on overseas deputation, as a representative of the Company, it is your moral

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responsibility to ensure that the image and reputation of the Company is not tarnished by your personal conduct.

- If you breach any of the restrictions imposed herein, you agree to be liable for payment of estimated liquidated damages as may be determined by this letter.
- You are required to join the Company on or before your start date failing which, the Company at its sole
 discretion reserves the right to revoke the offer made to you.
- You shall retire on the attainment of sixty-two (62) years unless specifically communicated by the company in writing to continue in service beyond this age.
- You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.
- The agreement shall be construed in accordance with the laws of India. The parties agree to subject themselves to the jurisdiction of competent courts at Bangalore alone to try and adjudicate upon any matter concerning this agreement.
- Any change in the above address of either you or the Company's shall be duly informed to the other party by the party whose address has changed within a period of seven (7) days from such change.
- If no change has been intimated or received, the address mentioned above shall be deemed to be the address of the concerned parties.

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Annexure -3

WORK FROM HOME CONDITIONS UNDERTAKING

Pursuant to my acceptance of the role as per the general terms and conditions and compensation mentioned in the Appointment Letter, I acknowledge that my employment is subject to the conditions as stated in this Annexure 3

Under the prevailing circumstances of the pandemic spread of COVID-19, in order for the Company to ensure the safety and wellbeing of its employees and their families, clients, visitors and the general public, the Company is recommending that employees shall Work from Home (WFH) where possible.

I clearly understand the work from home dynamics as explained to me during the interview process and at the time of explaining the offer and I agree to abide by the below provisions without any exception.

I also understand that my failure to follow any one or more of the provisions mentioned in this undertaking either completely or there in part, may lead to disciplinary action against me and may also lead to termination of employment.

I Agree:

- To make my workspace at home comfortable and ergonomic to comply with continued working hours.
- To arrange for a backup facility for electricity failure to allow uninterrupted power during my scheduled working hours.
- To be physically present at the location of work as required for collection of IT Assets on the date of
 joining or as advised by the Company. This will be basis of applicable lockdown conditions prevalent at
 the said time.
- To have sustainable high-speed internet board band connection (DSL/Cable/Fiber) to comply with the remote work from home conditions as per terms of the offer letter. Mobile phone hotspot, Wi-Fi Dongle will not be considered as high-speed broad band internet. I will arrange to have required internet facility available at my home in case of work from home prior to my date of joining the Company. The Company may, as per the applicable policy, provide me with the necessary computing system and other equipment ("Equipment") to perform work while working remotely. Provided however, where permitted by the Company to so do so, I agree to use my personal mobile phone/Tablet/Laptop/ Desktop for video conference calls during trainings and/or business meetings and other work-related matters, for a temporary period until the Company provides me with a computing system.
- In any event, I will have to travel to my base office location at the time of my IT asset allocation in case I am authorized to work from home and shall ensure that I have followed the relevant approval protocol.

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- If provided, the Equipment will continue to be the property of the Company and I will be using the same
 for business purposes only. I will be responsible for the care of the Equipment provided by Company and
 keep it in good performing order for the purposes of remote working requirement.
- I will also be responsible for protecting the Equipment and its contents.
- I shall take all necessary precautions to secure the Equipment and shall be responsible for a loss / Damage of the Equipment. I will use the Equipment only to perform my ongoing duties to the Company and the Company's clients, and in accordance with applicable policies of the Company while working remotely.
- I acknowledge and agree that I shall comply with all the Policies of the Company during the time of my employment and shall also comply with the NTT DATA Code of Business Conduct ("COBC") including without limitation to information security policies, requirements and guidelines, including any changes to security and configuration requirements of the Official Asset. I further confirm that I shall use the Equipment in compliance with all applicable laws, including but not limited to the Telecom Regulations Authority of India.
- I acknowledge and agree that I continue to be bound by the terms of my employment and will strictly
 abide by the confidentiality and data privacy obligations undertaken by me as a condition of my
 employment with the Company, which also aims at protecting confidential information of the Company
 and Company's customers and clients.
- I will take strict measures in order to ensure that all of Company's and Company's customer personal
 and/or sensitive data that I may have access to, remain protected against any unauthorized access or
 disclosure.
- I further agree that I shall comply with the instructions provided in Exhibit A below regarding the use of the Equipment.
- I further understand and confirm that any breach of Company policies or applicable client policies will lead to appropriate disciplinary action against me including and up to termination of my employment.

Specifically, with respect to working from home, I shall:

- a. Enter time in Synergy, if applicable, as per the hours worked in actual and in line with timesheet guidelines
- b. Use a secure network for performing official work.
- c. Make best efforts to ensure that there is no negative impact to productivity or quality of work during the course of my employment.

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- d. Deliver expected work outcomes within specified working hours span and will follow training and operating procedures strictly.
- e. Continue to comply with the Code of Business Conduct, Company's Information Security Policy and the highest safety standards.
- f. Share phone/mobile numbers used to perform official duties with my manager and team members so I may be reached by my team and stakeholders easily during working hours.
- g. Be available for all meetings via phone/Zoom/Microsoft Teams etc.
- h. Ensure the protection of proprietary and confidential Company and client information accessible from my workspace while working from home, in accordance with Company policy and applicable law.
- Immediately report any health and safety and any other risks in the home-based worksite to my supervisor.
- I will be responsible to bear all costs related to repair or replace any breakage/damage to company-provided Equipment like laptops/Desktop/monitors/LCD Screen and/or power/electrical devices like UPS/power adapter /cables provided by the Company. Such costs will by default be deducted from my monthly salary.
- If working remotely, when so required, I will make myself available for on-site meetings or training from time to time as required by Company. I will take all preapprovals that may be required before entering any Company premises.
- I will follow all statutory, health, and safety protocols as part of guidelines laid down by the government and the local authorities enacted by my Company when asked to return to office.
- I will have to complete the required working hours as per terms agreed in the offer and if for any person reason, I take a break, I will have to intimate about the same to my manager and take my managers approval.
- I have to maintain normal productivity and make myself available during the regular working hours.
- I will have to commit and achieve hourly/daily/monthly productivity and quality targets assigned to me.
- I will not work for anyone other than NTT DATA during the course of my employment and I will not
 undertake non-work-related activities during my working hours.
- I will coordinate about my work schedule with my Hard-Line Manager and will be responsible for keeping
 my Hard-Line Manager and team informed about the status of my work.

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I hereby consent to comply with all the provisions of the work from home policy shared by Company and
I further state that it will be my responsibility to abide by all the above-mentioned requirements by the
Company.

I also understand that on any failure to comply with the above-mentioned actions, the Company is entitled to initiate appropriate action as per Company Policy including rescinding the employment contract and in such instance my contract of employment will stand terminated with immediate effect on the date of such communication by the company.

I am aware and accept that the termination on such situation would be on account of my noncompliance as per the conditions of the offer letter. I also understand that I will not be entitled to any notice period pay out on account of the termination related to the matters mentioned in the undertaking.

Company reserves its right to initiate appropriate action against me in terms of the Offer Letter Employment Agreement and the policy of the Company including termination of my employment and I have hereby provided my consent to the same.

I further undertake and agree to indemnify and keep indemnified the Company for any loss, damages, claims, expenses, etc. that the Company may incur at any time now or during the future, and any other claims that may arise against the Company by any third party in relation to the above.

I confirm that I have given this Undertaking with my free will and consent and without coercion or duress.

I confirm that the terms and conditions detailed in this Undertaking are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

Acceptance

In accepting employment with NTT DATA Information Processing Services Private Limited, I hereby agree to abide by the terms and conditions set out in the above offer of employment and all policies and regulations of the Company as may be amended from time to time.

Read, Office: NTT DATA Information Pro	ocessing Services Private Limited
CIN: U72900KA2011PTC060769 Phone: +91.8	30.2665.9482 www.nttdataservices.com
RETURN THIS FORM WITH THE SIGNED OFFER LET For any questions on your offer, please contact Sindhu	
Name & Signature:	Date:
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Plot No. 123, EPIP Phase II, Whitefield Industrial Area, Bangalore, Karnataka, India, 560066



AKASH S

52123986 BLOOD GROUP 0 +VE

New Propeller Technologies

Research & Development Pvt Ltd

No 30, 1st Main Road, Kalyanasundaram Nagar, Karumandabam, Trichy, Tamilnadu, India-620001



OFFER LETTER

Greetings from Propeller Technologies!

Sub: Employment Offer Letter

Dear George Fernandes,

On behalf of New Propeller Technologies R & D Pvt Ltd, We are excited to announce that we are offering to extend your employment status from Internship to full-time employee, as of 21st december,2022. The location of your employment is at Karumandapam, Trichy and the designation is **Graphic designer**.

The complete team is very much contented with your performance and dedication towards work. Hence, we are here to provide you with the opportunity to work with our team as a full-time employee. The salary structure and other benefits will be surely provided you as per the company policy for the post of Graphic Designer.

THANK YOU!

With regards

Mubeen Rahiman (HRM, Propeller Technologies)

+91 9048833706

propellertechs@gmail.com

www.propellertechnologies.in







MiraMed Ajuba Solutions Pvt Ltd

(Formerly Ajuba Solutions (India) Pvt Ltd)
Registered office | 12-02 Tidel Park | 4 Canal Bank Road | Chennal 600113 | India
GSTIN | 33A4CAS-44801222967
11/08/2022

phone +91 44 61665100

Mr. Sam Daniel Yesunathan 1/390 Doctor Kannikaraj Nagar Aruvankadu, Nilgiris, Tamilnadu 643202

OFFER LETTER

Dear Sam,

Welcome to MiraMed Ajuba!

We are delighted to offer you the position as "Trainee - Account Executive". Your total compensation (CTC) will be Rs. 330000/- per annum

Offer Validity: You are required to join duty on or before 12 August 2022 failing which the employment offer stands cancelled. Your appointment is subject to background verification and successful completion of the Induction Training Program in accordance with the Company's Standards.

Probation: You would be on probation for a period of 6 months from the date of your joining duty. Your confirmation will be based on meeting the minimum performance standards set for your process.

Benefits: You will be eligible for the following benefits as per the company HR policies.

- 1. 24 days annual leave benefit which shall include Privilege leave, Casual leave and Sick leave
- 2. Performance Incentive / Bonus will be paid based on your performance and competence
- Mediclaim Insurance coverage for Rs. 2,00,000/- per annum. Coverage for dependent family members will be given on successful completion of first annual appraisal
- 4. Personal Accident Insurance for Rs. 5,00,000/-
- 5. Life Insurance coverage for Rs. 6,02,000/-
- 6. Free transport and food facility is extended to all employees
- You will be eligible to participate in various Organization Development initiatives and Performance Awards organized by the company
- 8. You will be eligible for Provident Fund and Gratuity as per the statutory requirements

For MiraMed Ajuba Solutions Pvt Ltd

Surya D Head - HR

Accepted and Signed

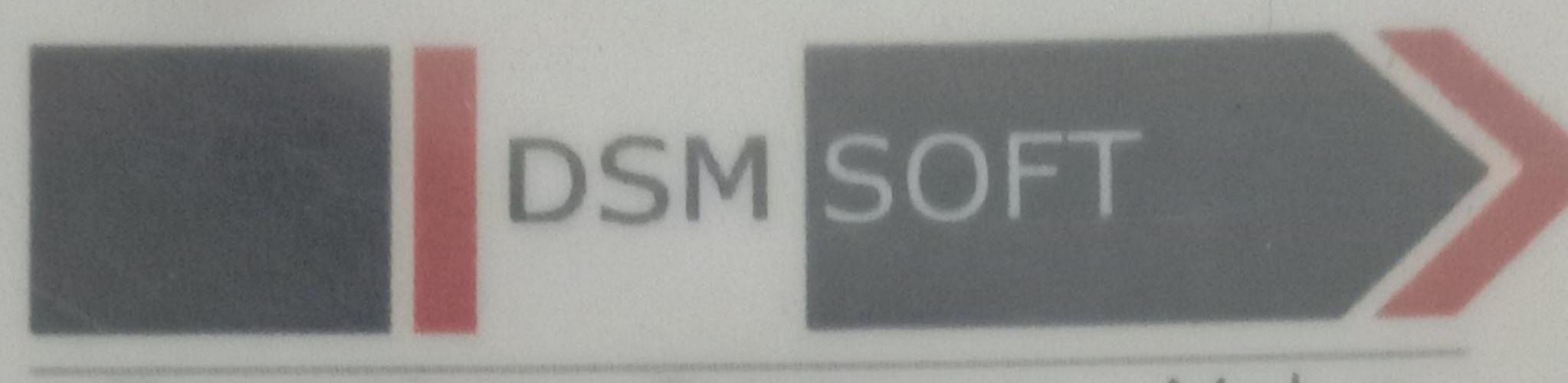




ISO/IEC 27001: 2013

Private & Confidential

CIN No: U72200TN2000PTC051661 www.miramedajuba.co



> Expertise > Resource > Value >



PRASANNA.P

Employee code: 18983

Department : GEO

Date of Join : 19.08.2022

Blood group : 0+ve

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Aug 30, 2022

SALMAN KHAN S 17/9w 13-street TTkulam cumbum Chennai.

LETTER OF APPOINTMENT

Dear Salman,

Congratulations! We have pleasure in making an offer to you for the post of HC & Insurance Operations Senior - Chennai. We expect you to join the company on or before September 12, 2022. You will be a part of the NTT DATA Information Processing Services Private Limited, ("NTT DATA") legal entity.

We believe that our employees form the basis of our success and are therefore our most valued assets. Accordingly, we have always believed in giving them the very best work environment and facilities that allows them to deliver results to their full potential. You can look forward to the same when you join us!

The other terms & conditions of your service are attached in the annexures.

We look forward to a long and mutually satisfying association with you and hope you find the atmosphere challenging and invigorating to realize your potential

Please sign the duplicate copy of this letter and return it to us as a token of your acceptance of the terms and conditions of employment offered to you. You can hand this over to the relevant authority on the day of joining.

Regards,

Prakash Chenchu

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SAPPHIRE FOODS INDIA LIMITED

702, A-Wing, Prism Tower, Mindspace, Goregaon West, Mumbai - 400 062. Maharashtra

PAYSLIP FOR THE MONTH OF NOVEMBER 2022

Emp Code	643035	Emp Name	Samuvel P		
Department	RESTAURANT OPERATIONS	Cost Center	8217 - KFC TRICHY TRICHY	PF No.	
Location	TIRUCHIRAPPALLI	Designation	HOURLY TEAM MEMBER	ESI No.	6382453425
Date of Birth	18-03-2002	Bank A/c No	830010110010534	Pan No.	PANNOTAVBL
Date of Joining	19-07-2022	Gender	M	EPS No.	
UAN	101847430472				

Regime Type Old Regime

Earnings	Amount	YTD	Deductions	Amount	YTD
Basic Part Time	5,865.00	26,381.00	Provident Fund	704.00	3,166.00
Conveyance part time	244.00	1,097.00	ESI	67.00	301.00
House Rent Allowance part time	2,499.00	11,239.00	Professional Tax	208.00	624.00
Washing Allowance Part time	1,599.00	7,192.00	Other Deduction	0.00	-208.00
Field Allowance	56.00	252.00	Uniform Deduction	0.00	1,000.00
Paid Holiday	381.00	1,862.00			
Total Earnings	10,644.00	48,023.00	Total Deductions	979.00	4,883.00

Net Pay: Rs. 9,665.00

In Words Rupees Nine Thousand Six Hundred and Sixty Five Only.

Days In Month (A)	Arrear Days (B)	LOPR Days(C)	LOP Days (D)	Net Days Worked (E = A + B + C - D)
30.0	0.0	0.0	0.0	30.0



Letter of Intent (LOI)

Superset ID: 2630009

March 21, 2022

Dear NISHANTH VASUDEVAN,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be Programmer Trainee. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources







19-May-2022

Dear Rangesh R, B.Com, Commerce St Joseph's College, Tiruchirappalli

Candidate ID - 21318129

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

You have been selected for the position of **Programmer Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000** *I-* as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement.** You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

- 2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.
- 3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

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based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

- 3.2 Continuous Skill Development (CSD) Program (If offered to you):
- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.
- 4. Training Post Joining Cognizant:

Upon successful completion of Internship program (If offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.cognizant.cog

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources

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

Signature: Date:



09th March 2022

M.Sri Sundar,

Plot No.: 21, Second Street,

Kalaivanar Nagar, Kattur, Trichy - 620019

Deer Sri Sunder,

SUB: Letter of Offer

We are pleased to offer you a position with Ventura Technologies Network (P) Limited. The terms and conditions of the offer are as detailed in this letter.

- Your designation will be "Preparer Traines". You will assist departments where work would be assigned to you by your Supervisor at various points in time.
- Your primary place of posting will be the Chennal office of Ventura Technologies Network (P)
 Limited.

Your functions will include but shall not be limited to the following:

General Responsibilities:

- Check the internal portal daily for document uploaded by the client and check for the integrity of the documents (Files are not corrupted).
- Download and save the documents in relevant client folder.
- Analyze the completeness of the data received from the client.
- Notify respective person in charge about the document received from the client and assign the project based on the documents received.
- To ensure updation of tracker on a daily basis.
- Help preparers with data entry in Tax/Book keeping/Audit department.

Based on your performance, you would be assigned additional responsibilities, which would include

- Assist in Tax/Book keeping/Audit functions.
- Provide status reports periodically to the supervisor.
- Analyze and Research on Tax/Book keeping/Audit topics.
- Working closely with Senior Supervisors.



2. Compensation Structure:

Your CTC, inclusive of all perks, will be **Rs.1,68,000 (Rupees One Lakh Sixty Eight Thousand Only)** (Ref Annexure for breakup). Your CTC would be allocated between Basic, Dearness Allowance, HRA, Employers Pf, ESI etc. You will execute a bond for a period of 24 months including the six months' probation.

3. In addition to the above compensation, you may be eligible for the following

- A) <u>Performance bonus.</u> After the completion of company's fiscal year, a companywide performance review will be conducted. Following the review & based on your performance, bonus may be allotted which is payable on a monthly basis through the year.
- B) <u>Compensation Revision.</u> You may be eligible for a compensation revision based on your performance only.
- C) Retention Bonus. You may be eligible for a retention bonus based on your performance only (Refers to up to 50% of Monthly CTC after completion 2 years of service).

This position is offered to you on the premise that all details provided by you in your resume, during your interview at all levels, and at any point are true and accurate. Please note that a detailed background verification will be conducted as per company policy. In the event of any discrepancy in any information provided by you, the company reserves the right to terminate your offer/employment with us.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us in writing by signing this offer letter. This Letter of Offer shall be automatically revoked in the event that it is not signed and mailed to us within 48 hours from date of issue and receipt.

Best Regards,

Chief Executive Officer

Ventura Technologies Network (P) Limited

I agree to accept the offer and the terms and conditions mentioned in the above letter. I shall be reporting for duty on _______, 2022.

Name:

Signature:

Date:

Statestreet HCL Services (India) Private Limited

CIN: U72900DL2012FTC229698

Worksite Chennal : ETA Technopark - Special Economic Zone, Upper Ground Floor

of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist.

Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

Worksite Colmbatore : Module I-3, 2nd Floor, Tidel Park Colmbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7,

Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Date: September 6, 2022

Private & Confidential

Hariharan M

82, Madurai Veeran Koil Street Zamin Uthukuli, Pollachi, Coimbatore, Tamil Nadu, India - 642004

Document ID - 33a7e9ac-54e7-4ff1-8c9f-2b370b6cd928

Dear Hariharan,

- Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer -cum appointment with State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company") as Analyst. You are required to report on September 7, 2022 at 09:00 AM at the address: Statestreet HCL Services (India) Private Limited, Chennai-SEZ, SDB2 Sholinganallur 602/3.
- Your annual compensation would be Rs. 240000 per annum as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap (Company's web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter's email id- gopinath.sm@hcl.com , failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when

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it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective , discriminatory or unethical actions.

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or Blocks 3, No.33, Old Manaballpuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist.

Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but shall not exceed 48 hours in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.

- In accordance with the authorization on your application, your appointment is subject to your clearance of Background Verification/Reference Check/any other test specified by the client and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. Please note that this offer is subject to satisfactory references being obtained.
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 6 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. Probation period & Performance Appraisal / Compensation

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Review shall be deemed to be changed with the change in position / process / function.

- Your services during the period of probation shall be liable to be terminated giving two month notice or two month basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving two month notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion. Further, the aforesaid requirement of notice period may be extended, if mutually agreed by you and the Company.
- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.
- You will be required to declare at the time of joining any direct relatives who may be working with HCL or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. During your employment with State Street HCL Services (India) Private Limited, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the State Street HCL Services (India) Private Limited employee.
- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations; we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
- All Employees are entitled to avail the Company Transport within the defined limits as per company's policy
- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.
- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy

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Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.

- Subject to other terms of the instant letter, company reserves the right to terminate your services
 without any cause assigned to the termination. In such a case, the company at its discretion would
 consider to pay the terminated employee one-month basic salary only.
- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.
- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training and service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.
- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.

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You shall not divulge, communicate or pass on any information, secrets directly or indirectly 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. At all times you shall maintain absolute integrity. 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 and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.

- You would be initially posted at Chennai, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for 7 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.
- You will be retired from service on attaining superannuation age of 58 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
 - School leaving certificate / birth certificate
 - Educational qualification certificate (from 10th std onwards) along with mark sheets
 - Passport (The first 4 and the last 4 pages)
 - Relieving letter or duly accepted resignation letter from your present and previous employers
 - Salary certificate from your present and previous employers
- Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

Statestreet HCL Services (India) Private Limited

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Worksite Pune 1

: ETA Technopark – Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabali puram Road, Worksite Chennal

Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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The Relocation Amount will be applicable to you as per Policy. The amount will be recoverable from your Full and Final settlement in case you decide to leave the organization before completion of 1 year from your Date of Joining

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services

Amrita Das

Senior Vice President Head-Global Rewards



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DECLARATION

I, Hariharan M, hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

- 1. Flexible to work in any shifts, process, Centre and location.
- 2. All the required documents to be submitted on the date of joining.
- 3. Salary will be subject to revision in case of non-submission of the required experience certificates.
 - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
- 4. Non-disclosure of prior experience with HCL will lead to termination of employment.

In case, the aforesaid particulars are found to be incorrect or it is found that I have withheld some relevant facts, State street HCL Services (India) Private Limited has the right to withdraw the instant Letter of Offer and/or terminate my employment with immediate effect.

Annexure II

LIST	LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL				
	PRE-EMPLOYMENT BACKGROUND VERIFICATION				
S.No.	Particulars (To be submitted to the Recruiter)				
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date				
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.				
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number				
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)				
5	Identity Verification - Copy of valid passport and PAN card required				

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Additional documents (To be submitted on request)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail

2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

- 1. The information provided in Resume and background verification form must be same.
- 2. Information provided in background verification form must be accurate.
- **3.** Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- 4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

	List of Documents required for joining / induction day (Hard Copies)				
S. No	Document Name	Number of Photocopies			
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1			
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1			
3	Passport –Front copy only - for Name & DOB proof.	1			
4	10 th Mark sheet, only if passport is not available.	1			
5	PAN CARD as ID Proof (Only if passport is not available)	1			
6	Passport Size Photographs (Only with white background)	3			

- Please ensure all documents are Self-attested (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team
 can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS
 (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting
 etc.

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• HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.

- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following.

S. No	Location	Address	
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower - 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)	
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119	
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106	
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091	
5	HYDERABAD	HCL Technologies Ltd, Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2, Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081	
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013	
7	MUMBAI	HCL Comnet Ltd, Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093	
8	LUCKNOW	HCL Technologies Ltd, HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002	
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7, Ilandhaikulam Village-Madurai-Tamil Nadu-625020	
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur	
11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 - 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn: 04226657526	
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102	

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies* which are listed in corporate intranet www.hclbpo.net.

Statestreet HCL Services (India) Private Limited

CIN: U72900DL2012FTC229698

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: Commerzone, Unit 401, 4th Floor in Building 7,

Survey No. 144 & 145, Samrat Ashoka Path,
Opposite to Airport Road, Verwada, Pune – 411 006, India.

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Annexure III

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

BASIC SALARY The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

House Rent Allowance (HRA) The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

Advance Statutory Bonus Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

<u>Attendance Allowance</u> Attendance Allowance is payable max. up to INR.1000/- per month.

Food Wallet Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

<u>Compensatory Allowance</u> Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

<u>Medical Insurance</u> Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948]
 will be mandatorily covered under the benefit. The benefit will also be
 available to cover Spouse, dependent children, dependent parents/in-laws,
 dependent brothers who are unemployed but below the age of 25 and sisters

Statestreet HCL Services (India) Private Limited

CIN: U72900DL2012FTC229698

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of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist.

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(unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs

The premium payable depends on the dependants declared.

- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

Coverage under ESI:

Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

• Employer's contribution to Provident Fund: As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

Gratuity

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

ANNEXURE IV



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This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. **Confidential Information:**

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "Company Parties"), to which I have been privy to by virtue of being an employee of the Company. I understand that "Confidential Information" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

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Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. <u>Inventions:</u>

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "Inventions"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

<u>Maintenance of Records:</u> I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches,

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drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. Returning Company Documents: I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software,

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databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or

4. <u>Notification to New Employer:</u> If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

otherwise belonging to the Company, its successors or assigns.

- **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
- 6. <u>Non-Competition</u>: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

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6. **General Provisions Regarding Covenants**

> Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

> Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

- 7. Protection of Systems & Environment: I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.
- 8. Remedies: By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

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Representations: I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

10. <u>Integration:</u> I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted			
 Hariharan	 М	 	
September	6, 2022		

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

Statestreet HCL Services (India) Private Limited

CIN: U72900DL2012FTC229698

Worksite Pune 1

Worksite Chennal

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BEYOURSELF, MAKEADIFFERENCE.

accenture

Strictly Private and Confidential

18-Mar-2022

Shakthivel Shanmugavel

C10860201

78, KALLA STREET, TIRUCHIRAPALLI-620008

Subject: Offer of Employment ("Offer")

Dear Shakthivel,

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

Job Profile - System and Application Services Associate Management Level - 12



Please refer to:

Annexure I for the compensation and benefits details.

Annexure II for the documentation to be submitted by you.

Terms of Employment.

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Candidate's Signature 5. 6 hkthif.

Dec 2021

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

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

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company

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

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

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

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

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

Candidate's Signature 5. O. H. L.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to

undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent

upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the

drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of

your employment, the Company shall provide such information to the government body/authority without any notification to you. The

foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance.

You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on

to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification

(CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not

receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be

deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you

are required to provide all documentation identified in Annexure II along with the signed copy of this offer letter and Terms of Employment.

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

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you

successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company

history-as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to http://indiacampus.accenture.com

myzone/accenture/auth/login.

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

forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

Sharthivel Shanmugavel 5. OHttif

Mahesh Vasudeo Zurale

Senior Managing Director

Lead, Advanced Technology Centers, India

Date: 10 10 2022

Candidate's Signature 5.0 Lt.

Dec 2021

3

ANNEXURE 1

COMPENSATION & BENEFITS

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

Total Cash Compensation Elements	Annual (INR)
	3,00,000
(A) Annual Fixed Compensation	25,500
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	3,25,500
Maximum Annual Total earning potential (A+B)	5,25,555
(C) Additional Notional Benefits	000,8
# (C) Gratuity as per law + Benefits	
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	3,33,500

(A)Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.

Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B)Local Variable Bonus (LVB)

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

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

Candidate's Signature S. O. Khif.

*As defined by applicable law from time to time.

Benefits applicable for current Company Financial year:

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

- Medical Insurance for self, spouse and 2 dependent children up to INR 300000/- per annum.
 - a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and siblings up to INR 1000000/- & any additional child up to INR 500000/- under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 1000000/-. The entire premium for this will have to be borne by you. These plan allow for coverage of pre-existing ailments.
 - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
 - 10% of such claims for self, spouse and 2 dependent children.
 - 20% of such claims for parents, parents in-law, siblings, and additional children under the separate Insurance plan
- 2. Personal Accident coverage for self, up to three times your annual fixed compensation.
 - a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
- Life Insurance coverage equivalent to one time of your annual fixed compensation with a minimum cover of INR 500000/-.
 You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
- 4. Gratuity as per The Payment of Gratuity Act, 1972.
- You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

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

In addition to the above, you will also be eligible for the following benefits:

- #(C)Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined
 in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
- 2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
- 3. Transport facility, as per Company guidelines, can be availed.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of one (1) year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your settlement to the extent possible.

Candidate's Signature 5. OLKThis.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the company.

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

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

ANNEXURE 2

Mandatory documentation at the time of onboarding:

- •Two copies of your recent passport size photographs.
- Original & Copy of X, XII and all semester mark sheets of PG / UG Degrees.
- •Original & Copy of Degree/PG/Diploma (as applicable) certificates.
- Pan Card
- Passport copy , if available (if not please apply immediately)
- •Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

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

Candidate's Signature 5. O. H. .



11-March-2022

St.Joseph's College, Trichy

Sub: Appointment Letter for Internship

DearSaahithiyan,

Congratulations!

At Kotak Mahindra Life Insurance Company Limited(formerly known as Kotak Mahindra Old Mutual Life Insurance Limited), hereinafter referred to as the "Company" we believe in building strong, enriching and long-term careers for our people and soon you'll be a part of all this energy. We're happy to let you know that you've been selected as a Graduate Trainee for internship with the Company, Sales-Kotak Agency Department at Trichywith effect from 01st April 2022. Your base branch will be communicated post joining.

This letter is an agreement between you and the Company that you will uphold all that we stand for and strive towards the fulfillment of the Company's goals.

Duration:

The duration of the internship is 3 months starting from your Date of Joining (DOJ) at the end of which you will be undergoing an assessment.

Stipend:

An amount of INR 14,000/- per month will be awarded to you as Stipend.

Pre-Placement Offer:

Based on the results of the assessment, the Company, at its sole discretion, may choose to absorb you as a full-time employee as a Graduate Trainee.

Terms and conditions of Internship ("T&Cs")

- You will perform such duties as are assigned to you by the Company from time (i) to time relating to the position of Intern to which you are now appointed.
- You will faithfully observe and be governed by the Company's rules and (ii) regulations on matters such as working hours, festival / public holidays, weekly offs and any other facilities / amenities, mode of recording your attendance, safety and security requirements, medical fitness, personal identification, etc. and operate with due regard to the highest professional standards / ethics, in all your transactions. You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time.

 Kotak Mahindra Life Insurance Company Limited

CIN: U66030MH2000PLC128503

Registered Office:

2nd Floor. Plot # C- 12.

G- Block, BKC, Bandra (E), Mumbai - 400 051.

Koi hai... hamesha

- (iii) Since the nature of your work may require you to handle confidential information, you shall not at any time during your internship, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company's processes, operations, procedures, transactions or not, acquired by you in the course of your internship concerning the business or affairs of the Company or its associates or clients and which are in the nature of a trade secret or secret in other respects the disclosure of which will cause harm to the Company, its associates or clients. Breach of this condition on your part shall render your service liable for immediate termination and you shall be liable for any other / additional legal action as the Company may deem fit.
- (iv) While dealing with the potential customer, or customer, over phone, you shall ensure that you comply with all the procedures as laid down under the TRAI Act/Regulations/Rules/Notifications/Circulars and shall not violate the National Do not Call Registry (NDNC Registry) and the Company's Do not Call Registry established for curbing Unsolicited Commercial Communication (UCC). You shall make calls to the potential customer/s or customer/s only from our branch numbers registered with NDNC Registry. However, in the event of any breach or violation thereof, you shall be solely liable for the consequences thereof, and that you shall also fully indemnify the Company in the event of any liability falling on the Company on account of your breach.
- (v) You must use all official equipment, tools, materials, supplies, and work time only for Company's legitimate business interests. You must use and maintain Company's property and resources efficiently and with due care and diligence.
- (vi) You are expected to report for internship on time and be regular in your attendance. You should perform your job responsibilities during working hours. Tardiness, absenteeism and loafing during work hours are frowned upon.
- (vii) The use or possession of alcohol, illegal drugs, and other controlled substances in the workplace and being under the influence of these substances on the job and during working hours is strictly prohibited.
- (viii) Please note that this internship is not an employment. It is merely a privilege extended to you and the same may be withdrawn by the Company, at its discretion, without any prior notice.

INFORMATION SECURITY - ACCEPTABLE USAGE POLICY

- You shall maintain the confidentiality of passwords and not allow others to perform any activity using your user ID and shall not write down passwords.
- You shall always lock the system using CTRL+ALT+DEL+ENTER or Windows + L, before leaving it unattended.
- You shall always report the loss of your IT hardware / Desktop /Laptop immediately to the reporting head and IT Service Desk and shall lodge an FIR at the police station.
- You shall agree to abide by the Information security policy changes as advised from time to time.

- You shall not install or distribute any unlicensed software.
- You shall not send or forward unsolicited emails to a large number of users which can be considered as mail spamming.
- You shall not send emails containing any document, software or other information protected by copyright, privacy or disclosure regulation.
- You shall not, either during or after your internship with the Company, divulge or utilize any confidential information belonging to the Company. This includes confidential information on processes and the Company's businesses and Customer Information, which may come to his/her knowledge during employment.
- You shall promptly report all violations of the information security policies and security incidents of the Company to kli.infosec@kotak.com.

The Company is committed to provide a work environment that is free of inappropriate behavior of all kinds and harassment on account of age, physical disability, marital status, race, religion, caste, sex, sexual orientation or gender identity.

You are requested to send us a copy of this Letter that is signed and dated by way of acceptance of the terms and conditions contained therein.

We look forward to your having a fruitful internship with us.

Yours faithfully,

For Kotak Mahindra Life Insurance Company Limited.

If you'd like to know more, do get in touch with us at sanjay.raveendran@kotak.com/ ct 9136995688 and we'll be happy to guide you. We wish you luck and look forward to partnering with you on this journey of growth, learning and celebration.

Say No to Jobs. Let's talk Careers for Life!

Declaration by the Intern

I accept the offer and the terms and conditions mentioned in this letter.

I accept the above terms

SAAHITHI YAN . D

(Full Name)



Date: September 1, 2022

Dear Vasanthan Muthukkaruppan

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 AR ASSOCIATE full time and your place of posting will be Tiruchirappalli-III with an Annual CTC Compensation of Rs. 261,048.00 (Rupees Two Lakh Sixty One Thousand Fourty Eight Only). Your date of joining will be on or before 5 September 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 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 in 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.

Ebenazer Paul

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,
- 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 prorate 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.
- 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	conditio	ons of	the	Company	mentic	oned	above.
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Sig	ınature	Name I	Date



Annexure - B SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	10,210.00	122,520.00
House Rent Allowance	5,105.00	61,260.00
Advance Statutory Bonus	1,021.00	12,252.00
Special Allowance	2,664.00	31,968.00
Fixed Cash (Gross)	19,000.00	228,000.00
PF	1,545.00	18,540.00
ESI	618.00	7,416.00
Medical Insurance	0.00	0.00
Gratuity	491.00	5,892.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,754.00	33,048.00
Total Cost PA (CTC)		261,048.00

Authorized by

Ebenazer Paul

Talent Acquisition

BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

23-Feb-2022

Bhavesh Venkateswaran

C10845217

60, Royal Vesta apartment, C block ,FRF-5, M.M nagar, Vayalur road, Tiruchirappalli, 620102

Subject: Offer of Employment ("Offer")

Dear Bhavesh,

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

Job Profile - System and Application Services Associate

Management Level - 12



Please refer to:

Annexure I for the compensation and benefits details.

Annexure II for the documentation to be submitted by you.

Terms of Employment.

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Dec 2021

Candidate's Signature

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

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

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

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

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

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

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

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

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

drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of

your employment, the Company shall provide such information to the government body/authority without any notification to you. The

foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance.

You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on

to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification

(CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not

receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be

deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you

are required to provide all documentation identified in Annexure II along with the signed copy of this offer letter and Terms of Employment.

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

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you

successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company

history-as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to http://indiacampus.accenture.com

/myzone/accenture/auth/login.

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

forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

Mahesh Vasudeo Zurale

Senior Managing Director

Lead, Advanced Technology Centers, India

3

Bhavesh Venkateswaran

Date:

Dec 2021

Candidate's Signature

ANNEXURE 1

COMPENSATION & BENEFITS

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

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	25,500
Maximum Annual Total earning potential (A+B)	3,25,500
(C) Additional Notional Benefits	
# (C) Gratuity as per law + Benefits	8,000
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	3,33,500

(A)Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.

Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B)Local Variable Bonus (LVB)

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

Dec

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

2021 4	Candidate's Signature
--------	-----------------------

*As defined by applicable law from time to time.

Benefits applicable for current Company Financial year:

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

- 1. Medical Insurance for self, spouse and 2 dependent children up to INR 300000/- per annum.
 - a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and siblings up to INR 1000000/- & any additional child up to INR 500000/- under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 1000000/-. The entire premium for this will have to be borne by you. These plan allow for coverage of pre-existing ailments.
 - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
 - 10% of such claims for self, spouse and 2 dependent children.
 - 20% of such claims for parents, parents in-law, siblings, and additional children under the separate Insurance plan
- 2. Personal Accident coverage for self, up to three times your annual fixed compensation.
 - a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
- 3. Life Insurance coverage equivalent to one time of your annual fixed compensation with a minimum cover of INR 500000/-.
 You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
- 4. Gratuity as per The Payment of Gratuity Act, 1972.
- You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

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

In addition to the above, you will also be eligible for the following benefits:

- 1. #(C)Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
- 2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
- 3. Transport facility, as per Company guidelines, can be availed.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of one (1) year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the company.

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

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month.

This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 2

Mandatory documentation at the time of onboarding:

- •Two copies of your recent passport size photographs.
- •Original & Copy of X, XII and all semester mark sheets of PG / UG Degrees.
- •Original & Copy of Degree/PG/Diploma (as applicable) certificates.
- •Pan Card
- •Passport copy , if available (if not please apply immediately)
- •Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

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



HRD: TAT: TRG: 1220: 2022-23

DATE: 30.09 2023

MR. SIVARAJ R S/O MR. RADHAKRISHNAN 1/12B AYYANAR KOVIL STREET ALIVALAM THIRUVARUR TAMIL NADU 610106

Dear Mr. Sivaraj R,

Offer for Appointment in the Bank as Probationary Clerk

In continuation to the Online Test and Personal Interview conducted for the Campus Recruitment of Probationary Clerk for the State of Tamil Nadu & Puducherry (UT), we are glad to offer you appointment in the Bank as Probationary Clerk.

You are advised to report at the below mentioned Office/Venue for the completion of the joining formalities on 14.10.2022:

THE SOUTH INDIAN BANK LTD. COIMBATORE REGIONAL OFFICE 1084/1-5, TRICHY ROAD, SUNGAM COIMBATORE, TAMIL NADU - 641 018 CONTACT 0487-2436653

Further, your initial place of posting will be:

THE SOUTH INDIAN BANK LTD. BRANCH: ERODE (0023) TS NO.16, WARD NO.29 VETERINARY HOSPITAL ROAD NEAR GANDHIJI ROAD, ERODE TAMIL NADU EMAIL: br0023@sib.co.in PH: 0424-2257547, 2255957

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.

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

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 - 1230/3 - 24590 - 1490/4 - 30550 - 1730/7 - 42660 - 3270/1 - 45930 - 1990/1 - 47920 - 1230/3 - 24590 - 1490/4 - 30550 - 1730/7 - 42660 - 3270/1 - 45930 - 1990/1 - 47920 - 1230/3 - 24590 - 1490/4 - 30550 - 1730/7 - 42660 - 3270/1 - 45930 - 1990/1 - 47920 - 1230/3 - 24590 - 1230/3 - 24590 - 1490/4 - 30550 - 1730/7 - 42660 - 3270/1 - 45930 - 1990/1 - 47920 - 1230/3 - 12

Monthly Salary (as per IBA)

Basic Pay	:	Rs.19,900/-
Special Allowance	:	16.4% of Basic Pay
Dearness Allowance (Quarterly varying)	:	36.82 % of Basic Pay, Special Allowance, Special Pay and Travel Allowance.
Special Pay	:	Rs. 1,250/-
Transport Allowance	:	Rs. 600/-

Monthly Allowance

Canteen Allowance	:	Rs.300/-
Newspaper Allowance	:	Rs.350/-
Conveyance	:	Rs.1800/-
House Rent Allowance	:	10.25% of Basic Pay + Special Pay

Half - Yearly Allowance

Closing Allowance	:	Rs.550/-
Manada Allamana		

Yearly Allowance

	Medical Aid	:	Rs.2,355/-
)			

Other Benefits

- a) 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.
- b) Will be eligible for Performance Linked Incentive Scheme (PLIS) as applicable to Clerical cadre.
- c) Will be eligible for Free Personal Accident Insurance benefits up to ₹30,00,000/- and Medical Insurance up to ₹3,00,000/- per annum.
- d) 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. 14% of (B.P. + D.A. thereon) will be contributed by the Bank.
- e) 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.

RF



Other Terms and Conditions

a) You should be possessing the stipulated qualification/criteria for the selection process as cited below as on 31.03.2022:

Under Graduates	 Age: Not more than 22 years (i.e. born on or after 01.04.2000). 60% marks in X/SSLC, XII/HSC under regular course. Graduation in Arts/ Science/ Commerce Stream under regular course with 60% marks in first attempt.
Post Graduates	• Age: Not more than 24 years (i.e. born on or after 01.04.1998).

- 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 30.11.2022 failing which your appointment is liable to be terminated.
- It shall be distinctly understood that this offer for appointment is subject to your meeting the stipulated qualification/ criteria cited above, submission of original documents/ credentials, medical fitness, police verification and satisfactory background verification. The original Educational Marklists & Certificates of Graduation and Post Graduation (as applicable) will be returned to you normally on your completion of 3 years of active service in the Bank.
- You have to execute an agreement to the effect that you will serve the Bank for a minimum continuous period of 3 (three) years' active service from the date of your joining the bank. 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.
- 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.
- 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.
- 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.
- 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.
- All information pertaining to your remuneration is to be kept as confidential and should not be disclosed for any reason, other i) than as required for appropriate financial reporting purposes.
- Bank at its discretion will carry out the background checks as per the policy of the bank.





k) 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 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

: DG

Place

: Thereword

Date

:01-10-2022

FEDERAL BANKING PARTNER



BHAVANSANKAR S Employee ID: 22314



Contract preview مشاهدة العقد

JOB OFFER FULL WORK

عرض عمل دوام كامل

Work permit (Recruiting a worker from outside the country)

تصريح العمل (استقدام عامل من خارج الدولة)

Work Style

Full Work

دو ام کامل

نمط العمل

Transaction Number

ST228825368AE

ST228825368AE

رقم المعاملة

الموافق 13/10/2022 بين كل من

It is on Thursday Corresponding to 13/10/2022 in UAE

إنه في يوم القميس

1. Establishment

INNOVAGE TECHNOLOGY EST.

مؤسسة اينوفج تكنولوجي

1. اسم المنشأة

Name

1339153

رقم المنشأة

Establishment No

1339153

خليقه ثاني على بن غليطه المهيري الجنسية

و يمثلها

Represented by

KHALIFA THANI ALI BIN GHALITA ALMHEIRI

الإمارات

PGF784522 الامارة ه کیا ، خدمات

رقم الجواز المبغة

Passport

PGF784522

EMIRATES

دبي ajclearing@gmail.com البريد الالكتروني

000000000000000

0556447583 رقم الهاتف

No Title

SERVICE

Emirate

Nationality

Dubai

ويشار الى ما ذكر في هذا البند بالطرف الأول/ أو صاحب العمل في عرض العمل.

Telephone Number

AGENT 0556447583

E-Mail

aiclearing@gmail.com

Hereinafter referred to as the First Party / Employer in the job offer

2. Name

AJAY SENTHILKUMAR SENTHILKUMAR

Date

Nationality

INDIA

of

30/06/2001 Birth

Passport

W0625769

Telephone Number

0000000000000000

Number Academic

Qualification

University

Herein after referred to as the as the Second Party / Employee in the job offer, First And Second Party are referred to collectively as the Parties/ Both Parties in this job offer.



أجاى سينتيلكومار سينتيلكومار 2. الاسم تاريخ 30/06/2001

الميلاد

W0625769

الجواز المة هل

العلمي

ويشار الى ذلك في هذا البند بالطرف الثاني/ أو العامل في عرض العمل ويشار الى ما ذكر في هذين البندين (1(و(2 (معا(بالطرفين أو الطرفان) في عرض العمل

Article (1) (Working days and hours)

Whereas the First Party expressed his/her desire to contract with the Second Party to fill the vacant position shown below, accordingly this offer is presented, which includes the following:

- 1. The Second Party shall work for the First party in the designation / profession of Marketing Specialist in the UAE Dubai Ordinary working hours
- 2. The Second Party will undergo a probation period of 6 months
- 3. The First Party shall grant the Second Party a paid annual leave of 30 days .

البند الأول (أيام وساعات العمل)

ابدى الطرف الأول رغبته بالتعاقد مع الطرف الثاني لتشغيلية في المهنة الموضعة أدناه، لذا قام بتقديم هذا العرض الذي يتضمن الاتي:

1 يلتزم الطَّرف الثَّاني بأنَّ يعمل لدى الطرف الأول بـ مهنة أخصاني تسويق بـ في إمارة دبي وساعات عمل مقدر اها 8 ساعات

2 . يعمل الطرف الثاني لدى الطرف الأول تحت التجربة لمدة 6 شهر

3 . يمنح الطرف الثاني إجازة سنوية لمدة 30 يوم مدفوعة الأجر. 4. يمنح الطرف الثاني راحة أسبوعية لمدة 1 يوم مستحقة للأجر وذلك عن الايام التالية الأخد

4. The Second Party is entitled to get a weekly rest of 1 days with full payment for the following days Sunday

Article (2) (Contract Details)

1. The contract concluded between the Parties under this offer is a Limited Contract for a period of 2 years Should either Party solely wish to terminate the Employment Contract during the term thereof, the terminating Party shall notify the other party of such desire 1 month as a prior notice before the determined date of termination. Such period shall be similar for both parties. 2. The Parties to the contract may renew the same once or more times for similar or shorter period/ periods. In the event of renewal of the contract the new period/ periods are deemed to be an extension of the original period and shall be added in calculation of the employee's total period of service. 3.If both parties continue to apply the contract after the lapse of its original term or completion of work agreed to, without an express agreement, it should be understood that the original contract has been extended under the same conditions except for condition regarding its duration.

البند الثاني (تفاصيل التعاقد)

1. يكون العقد الذي يبرم بناء على هذا العرض محدد المدة، لمدة سنتين وفي حال رغبه أحد الطرفين بانهاء العقد اثناء سرياته الذي سييرم بناء على هذا العرض فانه ملزم بتقديم إخطار بالانهاء للطرف الاخر مصموبا بمهلة أنذار منتها 1 شُهر قبل التاريخ المحدد للإنهاء وتكون هذه المدة متماثلة للطرفين.

2 يجوز بإتفاق الطرفين تمديد أو تجديد هذا العقد لمدة اخرى مماثلة أو مدة أقل مره وأحدة أو اكثر وفي حالة تمديد أو تجديد العقد، تعتبر المدة أو المدد الجديدة امتدادا للمدة الأصلية وتضاف إليها في احتساب مدة الخدمة

3. إذا استمر الطرفان في تتفيذ العقد بعد إنقضاء مدته الأصلية أو إنتهاء العمل المتفق عليه دون إتفاق صريح اعتبر العقد الأصلى ممتدا "ضمنيا بالشروط ذاتها الواردة فيه

Page 1 of 2

صفحة 1 من 2





Contract preview

Transaction Number

ST228825368AE

ST228825368AE

رقم المعاملة

Article (3) (Salary Details)

Parties hereto agree that the Second Party shall work for the First Party in return for a Monthly Wage salary of 1190 AED Such salary includes:

Basic Salary: 690 AED Total Salary: 1190 AED

Housing Allowance: 500 AED

البند الثالث (تقاصيل الأجر)

اتفق الطرفان على أن يعمل الطرف الثاني لدى الطرف الأول مقابل : اجر شهري مقداره 1190 درهم إماراتهي ويشمل:

الراتب ألإجمالي: 1190 در هم إماراتي

الراتب الأساسي: 690 AED بيل السكن: 500 در هم إماراتي

Article (4) (Additional Terms)

1. The Second Party shall be obliged to pay back the value of the training (which is estimated at an amount of 7500 AED) when they terminate the employment contract based on their own free will (within One Year) from the date of commencement of their contract, without prejudice to the First Party's legal or contractual obligations. (the amount agreed on for the value of the training period must be commensurate with the employment period of the employee).

Any condition that violates the provisions of Decree-Law No. 33 of 2021 concerning the regulation of labour relations and the executive regulations and the relevant decisions in force in respect thereof sh all be null and void.

البند الرابع (الشروط الإضافية)

1. (بلتزم الطرف الثاني بدفع قيمة التدريب (والمقدر بمبلغ 7500 درهم) عند قيامه بإنهاء عقد العمل بإرائته المنفردة، (خلال مدة سنة واحدة)من تاريخ بداية التعاقد، ودون إخلال من الطرف الأول بالتزاصاته التعاقدية أو القانونية. (يجبُّ أن يتناسب قيمة المبلغ المتفق عليه من فترة التدريب مع المدة التي قضاها العامل في العمل

يقع باطلاً كل شرط يخالف أحكام المرسوم بقانون رقم 33 لمنه أ2021 بشأن تنظيم علاقات العمل واللانحة التنفيذية والفرارات ذات العلاقة المعمول به في شأنه

Article (5) (Declarations)

- The parties hereto acknowledged that they had thoroughly reviewed and agreed to the articles stipulated herein which forms an integral part of the Employment Contract. This contract is executed in two original counterparts duly signed by both Parties
- The provisions of Federal Decree-Law No. 33 of 2021 concerning the regulation of Labour Relations And Its Executive Regulations and decisions implemented shall apply

اعتماد الوزارة

البند الخامس (الإقرارات)

1. أقر الطرفان باتهما اطلعا ووافقا على بنود عرض العمل وباعتباره جزء لا يتجزء من عقد العمل، وحرر هذا لعقد من نسختين، بعد أن ثم توقيعة من الطرفين.
2. ثمانة أحاد الدريس وقائد الدراس وقد 32 أينة 2010 بشاء تنظم علاقات العمل، وللاحتم التنفذية

2. تطبق أحاكم المرسوم بقانون أتحادي رقم 33 أسنة 2021 بشان تنظيم علاقات العمل وللانحقه التنفيذية و القرارات المنفذة له في لك ما لم يرد فيه نص في هذا العرض

Document Signed Electronically
المستند موقع الكترونيا

First Party's Signature
دوقع الطرف الأول
KHALIFA THANI ALI BIN
GHALITA ALMHEIRI

S.M.

Second Party's Signature

AJAY SENTHILKUMAR SENTHILKUMAR توقيع الطرف الثاني

أجاي سينتيلكومار سينتيلكومار

Ministry approval



APPOINTMENT ORDER

August 29, Doc No: D-07999-TRC-PSD-013 August 29, 2022 46-V2.0

Mr.Gokul Trichy Pathaikadai Street, Rockfort, 3 Sankaraiyer Store,

Dear Mr. Gokul N,

Greetings!

Reference is made to the Offer of Employment and your subsequent acceptance of the same.

MON that you have joined August 29, 2 n DSM 2022, we W Soft Pvt Ltd have pleasure in Ltd as a Trainee as 3

regularizing the offer of em Engineer. Based on our initial ed the organization employment extende ployment extended to you in DSM Soft Pvt Ltd assessment, you have been in Grade G1 Level L1. nization on All extended to

Your Annual emolument by way of Cost to two thousand and four hundred only). statutory benefits and the same will be s to the Company (CTC) is Rs.122,400 (One Lakh twenty). Your gross annual compensation includes allowances, structured in accordance with the company policy.

from the permanent his is a contract for employment at will. You will be on probation for a prom the date of your appointment, at the end of which you will be confpermanent rolls of the company, if your services are found satisfactory. extend the probationary period for another six months based on your performance. performance. tory. The com period of six months company be 9 may the

discretion unit, Your place of posting will company, you may be poste tion of the Management. offices or posted be in Trichy, initially. However, during your ed / transferred to or given the additional responsible of The DSM Group either in India or abr your association with the responsibility of any other abroad based on the sole with

TIGER ASSOCIATES 55A, S.P MUHERJEE ROAD,KOLKATA-700026 Salary Slip for the month of Oct/2022

Emp Id TA169 Employee Name: VINOTH ALWIN XAVIR

 PF. No.
 ESI No.
 4118677677

 PRESENT DAYS
 15
 PAN.NO
 AAIPX0090K

UAN 101878522843 LOP DAYS. 0

Earnings	Rate	Amount	Deductions	Amount
BASIC	7,500.00	4,327.00	PF	831.00
DA	3,000.00	1,731.00	ESI	65.00
HRA	3,000.00	1,731.00		
TA	750.00	433.00		
Other Alw	750.00	433.00		
Total	15,000.00	8,655.00	Total	896.00

Net Pay 7,759.00

In Words Rupees Seven Thousand Seven Hundred Fifty Nine Only

Signature





PAUL ABRAHAM A P24592

RETAIL BRANCH BANKING

Authorised Signatory



Shot on vivo S1
Al Triple Camera

Dear Ms.Jenis Christeena,

Greetings from Ventura Pranas!!!

We are pleased to offer you the position of "Preparer Trainee" in the "Tax Department".

Department.

Please find below the working details for CTC. Kindly take a look and acknowledge and accept the same at the earliest.

Pay Sc	ale -Off	er
Yearly Salary		1,92,000
Monthly Salary		16,000
Basic		9,600
HRA		3,425
Employers PF		1,152
Employers ESI		423
Statutory Bonus		1,400
Monthly Total CTC		16,000
Employee PF	1,152	
Employer PF	1,152	
Employer ESI	423	
Employee ESI	98	
Professional Tax	209	
Total Deductions		3,034
Take Home Net Pay w/o Income Taxes		12,966

will be deducted Half Yearly

Note: The following are not

Professional Tax as applicable

included in the CTC and they are outside of it

Addition to CTC:

Phantom Stock

Cash Bonus*

Grants*

* Based on Performance

Kindly acknowledge the receipt of the offer with your acceptance and confirm the exact date of joining ASAP.







Ventura Technologies Network Private Limited

Meridian House, 5th floor, 121/3, Manickam Avenue, TTK Road, Alwarpet, Chennai-600018

Payslip for the month of October 2022

Name: Dineshkumar Subramaniyan Employee No: 466

 Joining Date:
 19 Sep 2022
 Bank Name:

 Designation:
 Preparer Trainee
 Bank Account No:

Designation: Preparer Trainee Bank Account No:
Department: Tax PF No:

 Location:
 Chennai
 PF UAN:
 101680271872

 EMP EFFECTIVE WORKDAYS:
 31
 ESI No:
 5133739609

 DAYS IN MONTH:
 31
 PAN No:
 GXAPD0662L

 MONTHLY CTC:
 20,000
 LOP:
 0

Earnings Actual Full Actual **Deductions** BASIC 12000 12000 PF 1440 PF EMPLOYER CONTRIBUTION 1440 1440 ESI 124 ESI EMPLOYER 536 536 PF EMPLOYER DEDUCTION 1440 HRA DMC 4624 4624 ESI EMPLOYER DED 536 INCENTIVES 1400 1400

 INCENTIVES
 1400
 1400

 Total Earnings:INR.
 20000
 20000
 Total Deductions:INR.
 3540

Net Pay for the month (Total Earnings - Total Deductions): 16460

(Rupees sixteen thousand four hundred sixty Only)

This is a system generated payslip and does not require signature.

BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

23-Feb-2022

Madhumidha Balamuragan

C10845268

50/13, East Padaiyachi Street, Palakarai, Tiruchirappalli-620001

Subject: Offer of Employment ("Offer")

Dear Madhumidha,

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

Job Profile - System and Application Services Associate Management Level – 12



Please refer to:

Annexure I for the compensation and benefits details.

Annexure II for the documentation to be submitted by you.

Terms of Employment.

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

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

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

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

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

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

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

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

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

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

drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of

your employment, the Company shall provide such information to the government body/authority without any notification to you. The

foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance.

You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on

to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification

(CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not

receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be

deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you

are required to provide all documentation identified in Annexure II along with the signed copy of this offer letter and Terms of Employment.

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

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you

successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company

history-as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to http://indiacampus.accenture.com

/myzone/accenture/auth/login.

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

forward to your joining us.

Yours sincerely.

ACKNOWLEDGED AND AGREED:

Mahesh Vasudeo Zurale

Senior Managing Director

Lead, Advanced Technology Centers, India

Madhumidha Balamuragan

Date:

Dec 2021

Candidate's Signature

3

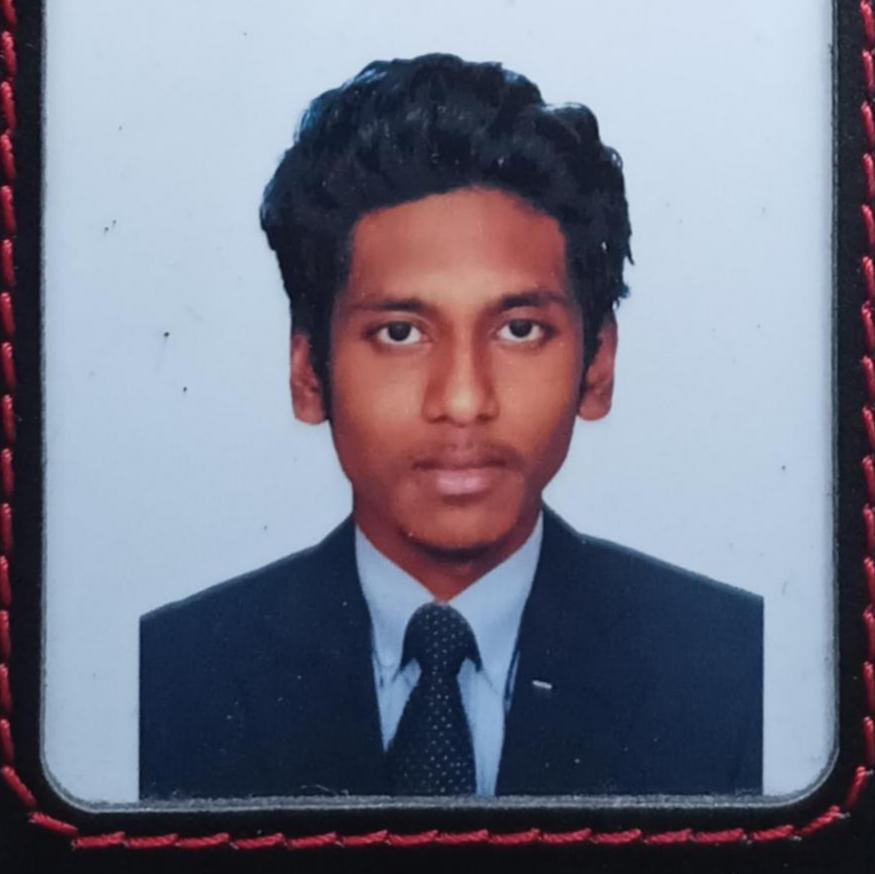




Live more, Bank less

G Beskin Joy Edison

518017





20th April 2022

Prathipa S,

No.: 3/1, Sivan Kovil Street, Silattur (PO),

Aranthangi (TK)

Pudukkottai - 614622

Dear Prathipa S,

SUB: Letter of Offer

We are pleased to offer you a position with Ventura Technologies Network (P) Limited. The terms and conditions of the offer are as detailed in this letter.

- Your designation will be "Preparer Trainee". You will assist departments where work would be assigned to you by your Supervisor at various points in time.
- Your primary place of posting will be the Chennai office of Ventura Technologies Network (P) Limited.

Your functions will include but shall not be limited to the following:

1. General Responsibilities:

- Check the internal portal daily for document uploaded by the client and check for the integrity of the documents (Files are not corrupted).
- Download and save the documents in relevant client folder.
- Analyze the completeness of the data received from the client.
- Notify respective person in charge about the document received from the client and assign the project based on the documents received.
- To ensure updation of tracker on a daily basis.
- Help preparers with data entry in Tax/Book keeping/Audit department.

Based on your performance, you would be assigned additional responsibilities, which would include

- Assist in Tax/Book keeping/Audit functions.
- Provide status reports periodically to the supervisor.
- Analyze and Research on Tax/Book keeping/Audit topics.
- Working closely with Senior Supervisors.



2. <u>Compensation Structure:</u>

Your CTC, inclusive of all perks, will be **Rs.1,92,000 (Rupees One Lakh Ninety-Two Thousand Only)** (Ref Annexure for breakup). Your CTC would be allocated between Basic, Dearness Allowance, HRA, Employers Pf, ESI etc. You will execute a bond for a period of 24 months including the six months' probation.

3. In addition to the above compensation, you may be eligible for the following

- <u>A)</u> <u>Performance bonus.</u> After the completion of company's fiscal year, a companywide performance review will be conducted. Following the review & based on your performance, bonus may be allotted which is payable on a monthly basis through the year.
- <u>B)</u> <u>Compensation Revision.</u> You may be eligible for a compensation revision based on your performance only.
- <u>C)</u> <u>Retention Bonus.</u> You may be eligible for a retention bonus based on your performance only (Refers to up to 50% of Monthly CTC after completion 2 years of service).

This position is offered to you on the premise that all details provided by you in your resume, during your interview at all levels, and at any point are true and accurate. Please note that a detailed background verification will be conducted as per company policy. In the event of any discrepancy in any information provided by you, the company reserves the right to terminate your offer/employment with us.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us in writing by signing this offer letter. This Letter of Offer shall be automatically revoked in the event that it is not signed and mailed to us within 48 hours from date of issue and receipt.

Best Regards,

Chief Executive Officer

Ventura Technologies Network (P) Limited

I agree to accept the offer and the terms and coreporting for duty on, 2022.	onditions mentioned in the above letter. I shall be
Name:	-
Signature:	-
Date:	



Annexure

CTC Pay Scale Break Up)	
Yearly Salary		1,92,000
Monthly Salary		16,000
Basic		9,600
HRA		3,425
Employers PF		1,152
Employers ESI		423
Statutory Bonus		1,400
Total Monthly CTC		16,000
Employee PF	1,152	
Employer PF	1,152	
Employer ESI	423	
Employee ESI	98	
Professional Tax	209	
Total Deductions		3,034
Take Home Net Pay w/o Income Taxes		12,966

^{*} Professional Tax as Applicable will be deducted Half Yearly

Note: The following are not included in the CTC and they are outside of it

- 1. Gratuity
- 2. Bonus
- 3. Stock Grants





Manikandan P Employee ID: 202756

www.caspianindia.com

If found, please return to

Site / Office Address Central Warehousing Corporation Box 4A, 4B, 4C, EVR road, Kajamalai Main Road, KK Nagar, Trichy-620021

HO Address
Caspian Management Services LLP
No: 5, Sathya Moorthy Colony,
Thiruvalleeswar Nagar, Thirumangalam,
Anna Nagar West, Chennai - 600 040
Email: hr.chennai@caspianindia.com

HO: 92880 11061

In case of emergency, please contact 9363296114

for Caspian Management Services

Authorised Signatory



Apollo Pharmacies Limited

PAY SLIP FOR THE MONTH: August-2022

NAME V SEBASTIN EMPLOYEE CODE APL57272

Pharmacy Aide

ESI NO UAN NO

PAN

Operations SAP front end

BANK ACCOUNT NO

LOCATION

17914 - PETTAVAITHALAI

 Earnings
 Amount
 Arrears

 Basic
 1381.00
 0.00

 Fixed Deamess Allowance
 508.00
 0.00

 House Rent Allowance
 1322.00
 0.00

 Conveyance Allowance
 283.00
 0.00

 Other Allowance
 283.00
 0.00

 Deductions
 Amount
 Arrears

 PF
 296.00
 0.00

 ESI
 29.00
 0.00

Total Deductions 324.00

Total Earnings 3777.00 Special Amount

DESIGNATION

DEPARTMENT

BANK NAME

Net Pay 3453.00

Days Payable 11.00

Indian rupee Three THOUSAND Four HUNDRED AND Fifty Three ONLY

Computer generated salary slip. signature not required

CITY UNION BANK

URUMU DHANALAKSHMI COLLEGE TANJORE MAIN ROAD, KATTUR, TIRUCHIRAPPALLI-620019.

A/C. No. 510909010146389

Date 12 09 22

Paid in to the credit of URUMU DHANALAKSHMI COLLEGE

Rupees: Eleven Thousand Seven Hundred and

ifty Onty

By Cash / Cheque Subject to Realisation

P. Alith Marin

Party Paying in

Name P. AJITH MARTIN.

Class : I M.Com., (Computer Applications)

Roll No : P22CA504 Batch : 2022-2024

1.SEMESTER FEES I II III IV V VI	1	₹ 11750 /-
2. EXAMINATION FEES		
3. CONDONATION FEES		
4. OTHERS		
TOTAL		₹ 11750 /- p.

STUDENT COPY

Clase in Charge Sign

HOD Sign

Mobile No: 8098512817



Corporate Office:
Palakkad Main Road,
Kuniamuthur Post,
Coimbatore - 641 008.

ADMISSION CARD

Nehru Institute of Engineering & Technology

Name : Nishanth R

Department: MBA

Student ID : 20222709

Hostel / Bus:

STAMP SIZE



TEMPORARY ID CARD (2022-23)

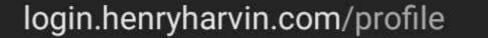


Name: AROKIA RICHARD.J

Programme: MBA(SLL)

Temporary ID No. 2022 PEOOLSH

Signature of the Registrar











Home > My Profile

- Talk to Instructor
- Submit Assignment



PRITHVIRAJ BASKAR

prithvirajbaskar28@gmail.com

6369783436

Student





A. FAIZAL 22PBA140 MBA

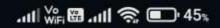
BATCH: 2022-2024

VALID TILL MAY 2024

Director

www.jim.ac.in







Dhiviya Dharshini Sa... 2 September, 4:22 pm







SARANATHAN COLLEGE OF ENGINEERING DEPARTMENT OF MANAGEMENT STUDIES

S.N	o Reg No	Name	
1	225025	YUVAN SANAKAR B	
2	225026	SHURUTI RAJAM B	
3	225027	NANDHINI S S	
- 4	225028	NAVEENRAJ B	
5	225029	DHIVYA DHARSHINI A	
6	225030	CHANAKYA VYAS G N	
7	225031	VINEETH K	
8	225032	RIYAS MOHAMED T	
9	225033	SANTHOSH KUMAR S	
10	225035	NIVETHA M	
11	225036	SATHISH KUMAR P	
12	225038	PRIYANKA KUMAR	
13	225039	PRITIKA KUMAR	
14	225040	KRISHNAKUMAR T	
15	225041	ARJUN H D	



Apollo Pharmacies Limited

PAY SLIP FOR THE NAME EMPLOYEE CODE			PRAKASH A APL55921	PAN ESI NO	
ESIGNATION			Pharmacy Aide	UAN NO	
BANK NAME DEPARTMENT			Operations SAP front end	BANK ACCOUNT NO LOCATION	15280 - KARUMANDABAM
Earnings	Amount	Arrears		Deductions Amount	
Basic	3866.00	0.00			0.00
Fixed Dearness Allowance	1385.00	0.00		ESI 82.00	0.00
House Rent Allowance	3675.00	0.00			
Conveyance Allowance	788.00	0.00			
Other Allowance	788.00	0.00			
RH	350,00	0.00			
Total Earnings	10852.0	0		IIII LEMENTALINA DE LA CONTRACTOR DE LA	901.00
Special Amount	9951.00 HOUSA	ND Nine	HUNDRED AND Fifty One ON	,,	0.00





LOURDU FERNANDO A EMP CODE : GA13666 A.ANTONY JERIN Manager Cell: 63850 38735 63740 28175



ABRASIVE BLASTING A AIRLESS SPRAY PAINTING (GRACO)

THERMAL SPRAY (FLAME & ARC) A FIRE PROOF COATING A SCAFFOLDING

No. 6, Kongi Amman Nagar, Nandiampakkam, Thiruvallur DT, Chennai - 600 120. Email: microblastchennai@gmail.com



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20229522921/Chennai/BPS/BTN

Date:02/09/2022

Dear Mr. Arun Nivethan R R,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Lordin.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



<u>Click Here</u> or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional No TCSL/DT20229522921/Chennai/BPS/BTN on	•
Signature:	
Name:	
TVallic.	
Date:	



You will be provided with necessary training at each phase of your career. The training shall be imparted through the Company's sole Learning Experience Platform-MADU. All your benefits such as, Salary Increment/ Promotion/ Transfer shall be considered only based on the successful completion of the training, within the time frame assigned to you. For accessing MADU, visit https://lms.manappuram.com/madu/login.aspx

20. Salary Stack Up

	Remuneration Details	
Employee Name	PRATHAP T	
Employee Code	394907	
Date of Joining	17-nov-2022	
Designation	JR. ASST.	
Department	GOLD LOAN	
Branch	WORIUR TRICHY	

	Benefits	
Posis Day	Monthly	Yearly
Basic Pay	7643	91716
VDA	4698	56376
City Allowance	1250	15000
Vda Deduction	-1292	-15504
PF Employer Contribution	1848.01	22176.12
ESI Employer Contribution	480.48	5765.76
Bonus	2028.80	24345.60
CTC Adjustment	2093.71	25124.52
CTC (Cost to Company)	18750	225000
	Deductions	120000
EPF (Employee Contribution)	1727	20724
ESI (Employee Contribution)	108	1296
Recurring Deposit	1000	12000
Staff Welfare Fund	100	
Total Deductions	2935	1200
Net Salary	11557.71	35220
Gross Salary	14392.71	138692.52
	14392.71	172712.52

(Wages & Dearness Allowance as per cost of living index calculated on the basis of applicable rules in respective state),

T. Perohap

India's First Listed and Highest Credit Rated Gold Loan Company



Apollo Pharmacies Limited

PAY SLIP FOR THE MONTH: Augu NAME EMPLOYEE CODE DESIGNATION BANK NAME DEPARTMENT		PRAKASH A APL55921 Pharmacy Aide Operations SAP front end	PAN ESI NO UAN NO BANK ACCOUNT NO LOCATION 15280 - KARUMANDABAM							
					Earnings	Amount	Arrears		Deductions Amount	
					Basic	3866.00	0.00			0.00
Fixed Dearness Allowance	1385.00	0.00		ESI 82.00	0.00					
House Rent Allowance	3675.00	0.00								
Conveyance Allowance	788.00	0.00								
Other Allowance	788.00	0.00								
RH	350,00	0.00								
Total Earnings	tal Farnings 10852.00			IIII LEMENTALINA DE LA CONTRACTOR DE LA	901.00					
Special Amount	9951.00 HOUSA	ND Nine	HUNDRED AND Fifty One ON	,,	0.00					

State Street HCL Services

Statestreet HCL Services (India) Private Limited

CBI : U729000E2012FTC229698

Workship Charmed : ETA Technopark - Special Economic Zone, Upper Ground Place

of Riccia 3, No.33, Old Mehatelpuran Road,

Changebat Talus, Kancheepuran Dist

Plantable Colombiane : Montab F.S. 2nd Plant, Total Parts Colombiane Limited (TPCL)

Chil Aerodromo Post, Colmbatoro 641 014, India.

Survey No. 144 & 145, Servet Admin Path,

Registered Office : 836, Statherto, 98, Nation Plans, New Dath - 110 019, Indi

Date: September 6, 2022

Private & Confidential

PIYO JEROM J

NO 2, Arul Nagar, ponmalaipatti,,
Trichinopoly,
Tamil Nadu,
India - 620004

Document ID - 3cdd671f-006b-4efb-99ce-fb09ecc505ab

Dear PIYO JEROM,

- Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer -cum appointment with State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company") as Analyst. You are required to report on September 7, 2022 at 09:00 AM at the address: Statestreet HCL Services (India) Private Limited, Chennai-SEZ, SDB2 Sholinganallur 602/3.
- Your annual compensation would be Rs. 240000 per annum as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- This is a system generated (offer and appointment letter) document. Agreeing to
 the terms and conditions in the workflow of iTap (Company's web based
 application) is as good as signing of physical contract form on mutual agreement
 between you and the Company. It has legal binding as per the law if mutual trust
 is breached. You are requested to accept the offer within 07 days and mail the
 confirmation of acceptance to recruiter's email id- gopinath.sm@hcl.com , failing
 which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when



Employer Signature

Signed by Jeffry Jones Anandhajayar Date: 2022.10.10 00:11:12

Employee Signature

Registered Office: #71, Sona Towers, Millers Road, Bangalore - 560 052 India. Phone: +91 80 4113 1526, +91 80 2226 6677

RR Nagar: #483, 5th Floor, Seetha Complex, 16th Cross, 8th Main Road, RR Nagar, Bangalore - 560 098.

www.veetechnologies.com www.veetecnnologies.com



Vee Technologies Private Limited

CIN: U72900KA2000PTC026709

The only Global Services company backed by its own university. We specialize in: *Healthcare *Engineering *Analytics & IT *Media *Finance & Accounting *Logistics *e-Govi

IN WITNESS WHEREOF, this Agreement has been executed by the employee and the Company to become effective 10-Oct-22.

Vee Technologies Pvt. Ltd.

Witness:

Employee NDA-Ver. R0 DT 19-Aug-2021

Employee

Name: David P Name: Jeffry Jones Anandhajayaraj

Jeffry Jones Anandhajayar Signature: Signed by Jeffry Jones Anandhajayar Date: 2022.10.10 00:11:12 Signature:

Signed by David P Date: 2022.10.10 10:33:15

Designation: AR Caller Trainee Designation: Senior Manager Staff Code: V2E07518 Staff Code:

Department: Human Resources Department: Medical Billing

Date: 10-Oct-22 Date: 10-Oct-22

Name: Keerthika C (V5E19273) Name: Thillai Nathan K M (V5E20126)

Signature: Signature: Thillai Nathan KM

Keerthika C Signed by ThillaiNathan K Signed by Keerthika C Date: 2022.10.10 11:28:37 Date: 2022.10.19 07:20:24

Witness:

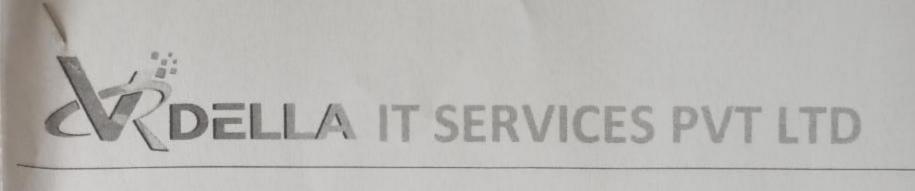
4th floor, 4, Bharathidasan Salai, 4th floor, 4, Bharathidasan Salai, opposite to All India Radio, Unit 2, opposite to All India Radio, Unit 2, Address: Address:

Cantonment, Tiruchirappalli, Tamil Cantonment, Tiruchirappalli, Tamil Nadu 620001 Nadu 620001

Employer Signature Employee Signature

Registered Office: #71, Sona Towers, Millers Road, Bangalore - 560 052 India. Phone: +91 80 4113 1526, +91 80 2226 6677

RR Nagar: #483, 5th Floor, Seetha Complex, 16th Cross, 8th Main Road, RR Nagar, Bangalore - 560 098.



LETTER OF INTENT TO HIRE

Dear Divya. P,

Thank you for exploring career opportunities with VR Della IT Services Pvt Ltd. You have successfully completed our initial selection process and we are excited to make you an offer as a "Trainee" position within our recruiting team. Your Place of training will be at our Trichy Office. No. 9, Vijay Towers, Opp. to St. Johns Vestry School, Trichy, Tamil Nadu- 620016.

Training is scheduled to begin on 22nd August 2022 and during this period you will be paid a stipend of Rs. 8000/- per month, prorated to three weeks. Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing. This offer is liable to lapse at the discretion of VRDITS. You may hand over your acceptance letter to the HR Officer / Induction Officer at any of our offices.

Terms of Traineeship:

You may be required to undergo classroom and on the job training for three weeks, during which, you may be appraised to evaluate your performance and if the same is found satisfactory, you may be appointed/absorbed in the regular employment of the company. This will be communicated to you in writing separately. If your performance is found unsatisfactory, VRDITS may terminate your traineeship if forthwith by giving you 30 days' notice or in lieu thereof.

You may be required to undergo training in shifts and/or extended training hours as permitted by law. You will be entitled to leave as per the Company's policy.

During the period of your traineeship at VRDITS, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of VRDITS.

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights, trade secrets, confidential and business information of VRDITS and its clients. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of VRDITS. Also, you agree that upon completion of your traineeship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company.

Your traineeship will be subject to a background check in line with VRDITS's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at variance with your own declarations, your traineeship will be discontinued without any notice.

By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment and successful completion of the program does not entitle you to an employment offer



STELLA MARIS COLLEGE

(AUTONOMOUS)
17, CATHEDRAL ROAD
CHENNAI - 600 086.

August 1, 2022

Sr. Usha Rani A M.Sc. Stella Maris Convent 17, Cathedral Road Chennai – 600 086

Dear Sr. Usha,

The Management is pleased to appoint you as a faculty in the Department of Value Education at Stella Maris College, Chennai with effect from 01.08.2022. You will report for duty on August 1, 2022.

Your services are terminable with one month's notice or one month's pay in lieu of such notice on either side.

SI. Anta Gorsalieg SECRETARY

A. Usha Rani

Phone: 044 - 2811 1951 / 2811 1987 Fax: 044 - 2811 1129 email: principal@stellamariscollege.edu.in website: www.stellamariscollege.edu.in

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018 #978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002 No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014



09 November 2022 Dear Keerthana P

Sub: Letter of Appointment

We are pleased to confirm your offer for the position of Online Tutor with a start date from 09-Nov-2022 on the following terms and conditions:

Your total compensation will be **Rs. 252000/ - (Two Lakh Fifty Two Thousand Only)** per annum on the Cost to the Company (CTC). A detailed breakdown of your CTC is set out in Annexure 1. In Addition, Joining Bonus of Rs. 20,000 will be paid to employees on quarterly basis (4 instalments – Rs. 5000 per quarter).

Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time. Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

By signing this document, you agree to be associated with the Company for a minimum period of 1 year from the Date of Joining. If you want to opt for an earlier separation for any reason, you can do so by paying a minimum of two-month gross salary drawn by you at the time of separation. After completion of your one year of service, if you want to opt for separation, you can do so by issuing a two-month notice to the Company.

You will be on probation for 6 months, after which you will receive a confirmation letter based on your performance. During the period of your probation, this contract can be terminated either by the company without any notice or by you with a one-month notice to the Company. The Company also reserves the right to extend the probation period.

During the period of your tenure with the company, you will not engage yourself in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

Please produce the softcopies of your school leaving and degree certificates at the time of your joining for our verification. In case you are joining from another Company, please bring a copy of your service certificate and the relieving letter. The "Employment Agreement" of the company currently in force, and as amended from time to time, will govern you. You will sign a "Non-Solicitation and Confidentiality Agreement" and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust. You shall be entitled to leaves as per the Company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with / without assigning any reasons thereof.

The Company in due course will advise you to enroll yourself in NSR (National Skill Registry) and you are required to do so within the time frame provided for the purpose.

Kindly sign the copy of this letter and return it as token of your acceptance. We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thank You,

Yours sincerely,

For Focus Edumatics Private Limited,

I have read the terms and conditions as per the Letter of Appointment issued to me and accept the same and have joined duty with effect from **09-Nov-2022**.

Dhivya V

Authorised Signatory Name : Keerthana P

Date: 09 November 2022

HR Signature

Place: Coimbatore Trichy Road 3rd Floor

Employee Signature

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EMPLOYMENT AGREEMENT

Agreement made on this day of 09-Nov-2022 by and between Focus Edumatics Private Limited., Coimbatore and Keerthana P

In consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

- 1. <u>Term of Employment:</u> Subject to the provisions of Paragraphs 5 and 7 herein, the Company hereby agrees to employ the Employee and the Employee hereby agrees to be employed by the Company commencing on **09-Nov-2022**.
- 2. <u>Salary:</u> The Company shall pay Employee salary and benefits as per letter of appointment for the services of the Employee, payable at regular payroll periods.
- 3. <u>Employee Restrictions:</u> The employee shall not use office address as his personal address for communication by his credit card issuer or his bankers or his telephone/mobile phone service provider, insurance etc., or for his any other personal obligations/engagements/subscriptions or in any other manner whatsoever. The employee agrees to and thereby indemnifies the company for any costs incurred to protect itself from any claims or suits arising out of misuse/default of these terms and conditions in any manner.
- 4. <u>Duties and Position:</u> The Company hires the Employee in the capacity of "Online Tutor" and the Employee's duties may be reasonably modified at the Company's discretion from time to time and depending upon the performance of the employee.
- 5. Non Disclosure: The Employee acknowledges that the Company maintains and continues to maintain and use commercially valuable proprietary personal, financial, technical and non-technical information, which is vital to the success of the Company's business. The Company employs the Employee in a capacity in which he may become acquainted with such information and in order to guard the legitimate interest of the Company, it is necessary to protect such information by holding it secret and confidential. Therefore the Employee will at no time during the period of his employment with the Company or at any time thereafter, disclose or provide such information to any other individual, company or corporation. Any disclosure of confidential information will be considered, as criminal breach of trust and legal action will be taken accordingly.
- **6.** <u>Inventions:</u> It is hereby, expressly agreed that any process or procedure or invention or software package /module/application/innovation developed or improved or modified in any way whatsoever, by the employee while being in employment with Focus Edumatics, shall always remain intellectual property of the company and the employee shall not claim any right on the same nor shall divulge or disclose the new findings or developments or modifications described above and shall be bound by the above terms in respect of such invention or development of any nature whatsoever. It is never the intention of the employee to claim any IPR or patents or trademarks for any work developed/invented or improvised/modified while in employment with Focus Edumatics.
- 7. <u>Non-Solicitation:</u> The employee acknowledges that other employees of the company are important for the business of the company and undertakes that during the employment and for a period of three years after the termination of employees employment with the company, he/ she will not approach, influence, induce, suggest, tempt the other employees of the company to break away or leave their employment with the company for any reason whatsoever and any act knowingly or unknowingly committed by the employee in violation of their undertaking, will be entitled for legal, civil and criminal claims from the company.
- **8.** <u>Term and security:</u> The Employee has agreed to work for a minimum term of 1 year from the date of commencement of this agreement. Should you quit the company or get terminated for breach of Company's Moral Code of Conduct before the lapse of 1 year term then the Employee shall compensate with 2 months of gross salary drawn.

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- 9. <u>Termination:</u>Upon termination of employment, the Employee will forthwith deliver to the company all literature, documents, data, order forms, pricelists, memoranda, correspondence, customer and lists, records, parts, equipments, manuals, materials, samples, sales invoices, cards, computer programs, records and information acquired of the company or coming to the knowledge and custody of the Employee in connection with the Employee's activities as an Employee of the Company. The appointment letter governs the condition of termination with and without causes.
- 10. Assistance in Litigation: The Employee shall, upon reasonable notice, furnish such information and proper assistance to the Company as it may reasonably require in connection with any litigation in which it is, or may become, a party either during or after employment.
- 11. Effect of Prior Agreements: This agreement supersedes any prior agreement between the Company or any predecessor of the Company and the Employee, except that this agreement shall not affect or operate to reduce any benefit or compensation inuring to the Employee of a kind elsewhere provided and not expressly provided in this agreement.
- 12. Limited Effect of Waiver by Company: The failure of the Company to insist upon strict performance of any of the provisions of this agreement shall not be construed as a waiver of any subsequent breach of the same or similar nature.
- 13. Severability: If, for any reason, any provision of this agreement is held invalid, all other provisions of this agreement shall remain in effect. If this agreement is held invalid or cannot be enforced, then to the full extent permitted by law any prior agreement between the Company (or any predecessor thereof) and the Employee shall be deemed reinstated as if this agreement had not been executed.
- 14. Benefits: This agreement shall be binding upon and inure to the benefit of the Company's successors and assignees.
- 15. Confidentiality Contract: The Confidentiality Contract attached hereto is incorporated by reference.
- 16. Entire Agreement: The foregoing agreement represents the entire agreement between the parties, and all representations, agreements, contracts and undertakings prior to or contemporaneous with the execution of this agreement are merged herein. This agreement may be modified, amended or extended only by an agreement in writing, signed by both parties, with the same formality as this agreement.

For Focus Edumatics Private Limited

I have read the preceding employment agreement, and the ramifications of this agreement have been fully explained to me and understood by ONFIDENTIA me. I further agree, without reservations, to adhere to this agreement.

Dhivya V

Authorised Signatory Name: Keerthana P

Date: 09 November 2022

HR Signature

Place: Coimbatore Trichy Road 3rd Floor

Employee Signature

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NON - SOLICITATION AND CONFIDENTIALITY AGREEMENT

A. Confidential Information:

- 1. I agree and acknowledge:
- (a) That in the course of and as a consequence of my employment with the Company and because of the nature of my responsibilities I will have access to and will be entrusted with Confidential Information (as defined below) concerning the Company's business;
- (b) That I will occupy a position of trust and confidence with respect to such Confidential Information;
- (c) That the Company entrusts me with Confidential Information in reliance on a confidential relationship arising out of my employment with the Company and my execution of this Agreement; and
- (d)That such Confidential Information that I may acquire or to which I may have access is of great value to the Company.
- 2. I will not, during my employment or thereafter, remove or transfer physically, electronically, or in any other way any Confidential Information, directly or indirectly, (or any copy thereof) from premises or property owned, used, or leased by the Company, except:
- (a)As is required in the course of my duties for the Company and as is necessary for me to perform my duties; or
- (b)If I have received advance written consent from the Reporting Manager of the Company. Upon any termination of my employment, all documents and electronic files containing Confidential Information (including all copies) and all Company property will be turned over immediately to my manager or other designate authorized by the Company, and I shall retain no copies thereof.
- 3. I agree that, during the course of my employment with the Company and after I cease to be employed by the Company for any reason, I will not, directly or indirectly, for my own or another's benefit, use, make known or divulge any Confidential Information, except:
- (a)As is required in the course of my duties for the Company and as is necessary for me to perform my duties; or
- (b) If I have received advance written consent from the Reporting Manager or other designate authorized by the Company.

B. Competitive Restrictions:

- 1. I agree that, during my employment with the Company, I will not directly or indirectly, nor will I assist anyone else to, engage in any activity that is competitive with the Company or any of its subsidiaries or affiliates.
- 2. I agree that, during my employment with the Company and after I cease to be employed by the Company for any reason, I will not, directly or indirectly, except as authorized by the Company in the course of my duties for the Company:
- (a) Provide, or directly assist in the provision of, any Competitive Services or Products to any Client or Prospective Client (as defined below);
- (b) Solicit, or directly assist in the Solicitation of, any Client or Prospective Client; or
- (c)Solicit, encourage, advise, induce or cause any Restricted Person (as defined below) to terminate his or her employment or engagement with the Company, or provide any assistance, encouragement, information, or suggestion to any person or entity regarding the solicitation or hiring of any Restricted Person.
- 3. I acknowledge that my duties for the Company are not confined to any specific geographic area. Rather, my duties pertain to particular clients, and the identities and locations of these particular clients may change from time to time. I therefore agree that the restrictions in this Agreement attach to my conduct in India where the Company has carried out business/service in which I have been materially involved or concerned and with respect to Clients and Prospective Clients wherever they may be located after I cease to be employed by the Company.
- 4. Nothing in this Agreement shall prohibit my Solicitation of or my providing Competitive Services or Products to any Client or Prospective Client with whom I can demonstrate that I had a business relationship prior to the start of my employment with the Company, provided that no Confidential Information is used, directly or indirectly, in connection with that Solicitation or provision of Competitive Services or Products.

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C. Work Product:

1. Any work product, inventions, methods, processes, software, procedures, improvements, property, data, documentation, information or materials that are prepared, conceived, discovered, reduced to practice, developed or created by me, either jointly or severally, during, in connection with, for the purpose of, related to, or as a result of any work I performed for the Company, the business/service of the Company, or the Company's actual or demonstrably anticipated research or development (the "Work Product") shall be owned exclusively and perpetually by the Company. I agree to disclose promptly all Work Product to the Company.

I hereby unconditionally and irrevocably transfer and assign to the Company all right, title and interest (including all patent, copyright, trade secret and any other intellectual property rights) that I currently possess during the tenure of my employment by operation of law or otherwise in or to any Work Product. I acknowledge that all Work Product that may be copyrighted shall be deemed, to the extent permitted by law, "First ownership" as defined in the Indian Copyright Act, 1957 (or equivalent local legislation as applicable), I agree to waive all rights (including "moral rights") in all Work Product, and I further agree to and hereby assign to the Company all of my right, title and interest (including copyright) in the Work Product. Nothing in this Agreement shall be construed to grant the Company any interest in materials that I prepared, conceived, discovered, reduced to practice, developed and created entirely on my own time and for which no equipment, supplies, facilities, resources, or trade secret information of the Company was used, unless those materials relate to the Company's business (including the Company's actual or demonstrably anticipated research or development) or result from any work that I performed for the Company.

2. If I am authorized by the Company to the extent that any document or other filing can be prepared or filed in order to perfect, evidence or register any transfer as referenced in paragraph C.1 above, then I will, at the cost of the Company, sign and otherwise assist with any such document or filing (and any steps related thereto) as the Company considers desirable.

D. <u>Definitions: For purposes of this Agreement:</u>

"Company" means Focus Edumatics Private Limited., its successors, and any and all subsidiaries or other affiliates (or any of their successors) as to which I perform services, or have access to Confidential Information, during my employment. For purposes of this Agreement, the term "affiliate" means any entity that owns or controls, is owned or controlled by, or that is owned or under common control with Focus Edumatics Private Limited.

- 1. "Competitive Service or Product" means any service or product that satisfies both of the following criteria:
- (a) Is the same or substantially similar to or competitive with any service or product that the Company provided to its clients during my employment by the Company, and
- (b) Is one as to which I had material involvement or access to Confidential Information at any time during the period of twelve (12) months prior to the termination of my employment with the Company.
- 2. "Client" means any person or entity to which the Company provided Competitive Services or Products, and with which I had contact or about which I had access to Confidential Information, during my employment. "Prospective Client" means any person or entity to which the Company provided, or from which the Company received, a proposal, bid, or written inquiry (general advertising or promotional materials and mass mailings excepted) for the Company to provide Competitive Services or Products and with which I had contact, or about which I had access to Confidential Information, and with whom the Company has been engaged in negotiations, during my employment. "Client" shall not include any person or entity that acted only as a referral source for the Company during my employment.
- 3. "Solicit" and "Solicitation" (with respect to Clients Employees or Prospective Clients Employees) means directly or indirectly, and without the Company's written authorization, to invite, encourage, request, or induce (or to assist another to invite, encourage, request or induce) any Client or Prospective Client and Employees':
- (a) Surrender, redeem or terminate a product, service or relationship with the Company;
- (b)Obtain any Competitive Service or Product from me or any third party; or

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(c)Transfer a product, service or relationship from the Company to you or any third party.

(d)Influence, induce, coerce, suggest, tempt other employees of the company to quit the company for any reason whatsoever.

NOTE: Any act knowingly or unknowingly committed by the employee in violation of their undertaking, will be entitled for legal, civil and criminal claims from the company.

- 4. "Confidential Information" means all information regarding the clients of the Company, or regarding the current or planned business of the Company, which has not been made generally known to the public by authorized representatives of the Company, whether created or supplied to me by the Company or compiled by me in the course of my duties for the Company, including but not limited to:
- Client information, such as client lists (in any form) and other non-public personal, business, financial, or other information regarding the clients or prospective clients of the Company, such as the identities of clients and prospective clients (including names, addresses, phone numbers, email addresses, and PAN or Aadhaar numbers or other Government-issued identification numbers), information regarding clients' accounts, their borrowings, their financial needs, their current or proposed transactions, their investment preferences and/or history, contract terms, client files, all internal analyses of clients and/or their accounts or investments, and all other information regarding clients that the client or applicable law designates as private or confidential;
- Corporate strategies, and business, marketing and/or strategic plans;
- Business procedures and methods, computer data, software, and system designs of the Company;
- All personnel files and information and any lists of employees, vendors, or independent contractors of the Company; and
- All information for which the Company has a legal or contractual obligation to treat as confidential. Confidential Information does not include information which has become available to the public generally (otherwise than as a result of any breach by me of any obligation owed by me to the Company).
- 5. Restricted Person" means any person of Manager level or above who provided services to the Company (whether as an employee, agent, independent contractor, or otherwise) during my employment with the Company, and with whom I had material business-related contact, about whom I had access to confidential personnel information, or for whom I had direct or indirect supervisory responsibility, during my employment with the Company.

E. Notice and Other Agreements:

- 1. If for any reason I decide to leave the Company, I agree that I will provide written notice of my intention to leave as provided in my contract of employment unless otherwise it is relaxed by the Reporting Manager (in writing). I agree that the Company may contact my prospective employer regarding my obligations under this Agreement.
- 2. I recognize that the restrictions set forth in this Agreement are reasonable in scope, including as to time, geography, and the nature of the activities they prohibit, and that they are no more extensive than is necessary in order to protect the legitimate interests of the Company. I further recognize that the Company will suffer immediate and irreparable harm as the result of any breach of such restrictions and that monetary damages will not be adequate to compensate the Company for such breach. I understand that the Company may seek injunctive relief, in addition to monetary damages, to enforce those restrictions. I acknowledge that the period ofthe restrictions in this Agreement shall be reduced by any period of garden leave exclusion to which I may be subject under my contract of employment with the Company.
- 3. If any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, it shall be limited, modified and construed in accordance with applicable law as it then shall appear, and if such modification does not or cannot occur, then the provision in question shall be severed, this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein, and the remainder of this Agreement shall be enforceable and binding upon the parties.
- 4. I understand and acknowledge that if I transfer positions or locations between or among Focus' subsidiaries or affiliates, I may be required to sign another, substantially similar Non-Solicitation and Confidentiality Agreement. I agree that the Company may assign this Agreement, and I hereby consent to such assignment and to the enforcement of this Agreement by the Company's successors and assigns.

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This Agreement and the rights and obligations of the Company and I hereto shall bind and inure to the benefit of any successor or successors of the Company, but neither this Agreement nor any rights or benefits hereunder may be assigned by me.

5. This Agreement is intended to supersede the provisions of any employment agreement or other agreement that I may have previously entered into with the Company regarding the subject matters described in this Agreement, but this Agreement will not supersede the terms and conditions of any agreement pertaining to any equity award that I may previously have received.

My signature below indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

for Focus Edumatics Private Limited.,

Dhivya V

Authorised Signatory Name : Keerthana P

HR Signature

Date: 09 November 2022

Place: Coimbatore Trichy Road 3rd Floor

Employee Signature

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COMPENSATION AND BENEFITS

Name: Keerthana P Date Of Joining: 09-Nov-2022

Designation : Online Tutor Location : Coimbatore Trichy Road 3rd Floor

Salary Heads	Monthly	Yearly	
A. Monthly Earnings			
Basic	10484	125808	
House Rent Allowance	4194	50328	
Conveyance	1600	19200	
Medical Allowances	379	4548	
Statutory Bonus	873	10476	
Monthly Gross Earnings (A)	17530	210360	
B. Monthly Deduction			
EPF Employee Share	1258	15096	
ESI Employee Share	139	1668	
Professional Tax	208	2496	
Total Deductions (B)	1605	19260	
Net Salary (A – B)	15925	191100	
C. Statutory/Other Share of Employer	·		
EPF Employer Share	1363	16356	
ESI Employer Share	603	7236	
Statutory Total (C)	1966	23592	
Total CTC (A + C)	19496	233952	

- All Salary components are calculated on pro rata basis.
- Payment of perquisites, allowances and reimbursements any other salary payments shall be subject to provisions of Income Tax, Professional Tax and any other statutory deductions as applicable in accordance with the laws prevailing from time to time. Professional Tax will vary from state to State as per the prescribed slab and will be deducted monthly in Karnataka & Panjab and where as in Tamil Nadu it is half yearly deduction.
- The Employer Shares are invisible in the Payslip, as these are not a Directly Payable Components to the employees.
- Gratuity is Payable to the employees who have completed 5 years of continuous Service on Payroll and is paid at the time of separation.



Rev. Dr. V. GILBURT CAMILLUS, S.J. MA. MPHL PRO.

Secretary



ARUL ANANDAR COLLEGE

(AUTONOMOUS) Karumathur - 625 514 Madurai Dt. Tamil Nadu

APPOINTMENT ORDER

You are appointed Students Counsellor (Management) with effect from 01.09.2022. The appointment is on a temporary basis and you are subject to all terms and conditions of service under the management category governed by the Jesuit Management of Arul Anandar College.

You will be given a salary of consolidated pay for TEN months.

01.09.2022



SECRETARY

To Ms.F.M.CHRISTEEBA Students Counsellor, Arul Anandar College, Karumathur, Madurai.

I have perused the Terms & Conditions of Employment. I accept and undertake to abide by the same

(F.M.CHRISTEEBA)

Tel: 04549 - 287880, 287221, 287052, Fax: +91-4549-287208, Mobile: +91-94876 91991

Email: eilburt8757@email.com Website: www.aactni.edu.in





CONTRACT OF SERVICE

This is to solidify the agreement that has been made between Vriksh Psychological Support Services. No.32, SBI 3rd Colony, Nanganallur, Chennai 600061 and Anuleka Ilamylan, No.12, Fathima Nagar, Woraiyur, Tiruchirappalli – 620003 shall be hired as a school counsellor from the date of 1rd December, 2022 and Anuleka Ilamylan hereby agrees to serve as school counsellor of Chinmaya Vidyalaya Matriculation School, Srirangam, Tiruchirappalli, Tamil Nadu 620006 subject to the terms as mentioned below.

Terms and Conditions:

From the team of Vriksh Psychological Support Services, Anuleka Ilamylan shall be deployed as School Counsellor at Chinmaya Vidyalaya, Srirangam, Tiruchirappalli, Tamil Nadu 620006 on a contractual basis for period of one year from 01.12.2022 – 31.12.2023 for providing mental health services. The contract will be extended further, subject to satisfactory performance. Anuleka Ilamylan shall work at the school premises on all working days between Monday and Friday, from 8:30 AM to 4:30 PM.

The payment of Rs. 15,000 per month shall be processed by Vriksh Psychological Support Services on or before 5th of every month and this amount of Rs. 15,000/- per month shall remain the same for a period of one year (from 01.12.2022 – 31.12.2023).

If the work and the conduct of Anuleka Ilamylan are not satisfactory during her period of service at the school, her services are liable to be terminated with one month notice. Vriksh Psychological Support Services is the sole deciding authority regarding Anuleka Ilamylan's nature of service during her tenure.

Anuleka llamylan, during her service is eligible to avail one paid leave every calendar month, beyond which, any additional leave in that month would be considered as LOP. The counsellor is expected to produce a medical certificate in the case of absence due to sickness or accident.

In case of resignation a notice period of two months shall be served by Anuleka Ilamylan. Vriksh Psychological Support Services shall withhold or forfeit the payment for the previous month if Anuleka Ilamylan does not serve the notice period, as agreed

On acceptance of separation notice between either party, Anuleka Ilamylan is required to handover all the material of the organization in her possession that includes library books, presentation material, data, literature, drawings and documents belonging to the organization. One cannot make or retain any copies of the same.

Counsellor shall devote her time-to-time duties assigned and shall not on her own account or otherwise directly or indirectly carry on or be concerned in any trade or business whatsoever which is likely to interfere with the due and efficient discharge of Vriksh Psychological Support Services duties under this agreement or to be otherwise prejudicial to the interest of the organization.

Anuleka Ilamylan shall follow Vriksh Psychological Support Services leave calendar.

Roles and responsibilities of School Counsellor:

- 1. Work with students in offering individual and group counselling
- Assist students in identifying their educational gaps and help them bridge it using evidence-based therapy techniques
- Identify and assess the concerns that students face in their personal and academic lives that are
 affecting their conduct and academics in school
- Provide the students with a comfortable space to open up and discuss their struggles and issues
- Help students in achieving their academic and personal goals by working with them individually and in groups
- 6. Maintain a record of all students who approach the counsellor and ensure frequent followups
- Documentation and weekly submission of the cases handled by Anuleka Ilamylan to Vriksh Psychological Support Services.
- Interact with class teachers and the principal regarding students who are showing visible difficulties in coping with academic demands
- 9. Build modules and conduct orientation programs for the teaching staff once a week
- Plan and discuss with the teaching staff on improving teaching strategies, building and revising curriculum and introducing novel teaching methodology
- Develop life skill training modules and undertake life skill sessions for students from 4th grade to 12th grade
- 12. Conduct orientation programs for parents whenever it is required
- 13. Work closely with stakeholders to promote mental health and wellness in the school
- 14. Communicate with teachers and parents about students' level of progress
- Any mail communication to the school will go through Vriksh Psychological Support Services mail id.
- Assist Vriksh Psychological Support Services team for any other projects, in and around Trichy.

In witness whereof, the undersigned have executed this agreement as of the date set forth below.

Date: 30.11.2022

Name: V.Banupriya

Designation: Founder

Name: Anulcka Ilamylan

Designation: School Counsellor





Gokul Muruganantham

Emp. ID : E016521

Blood Group : B +ve

Issuing Authority



ST. JOSEPH'S COLLEGE HR. SEC. SCHOOL

TIRUCHIRAPPALLI - 620 002.

Corres.: 0431-4226371 HM: 4226370 Off: 4226372

Email: sjchss@gmail.com sjchsshm@gmail.com

web: www.stjosephstrichy.edu.in

Date: 01.09.2022

APPOINTMENT ORDER

Ms. S. Preethi, M.Sc. (Counselling Psychology) is temporarily appointed as Students Counsellor in St. Joseph's College Hr. Sec. School, Tiruchirappalli – 620 002 on 01.09.2022 forenoon.

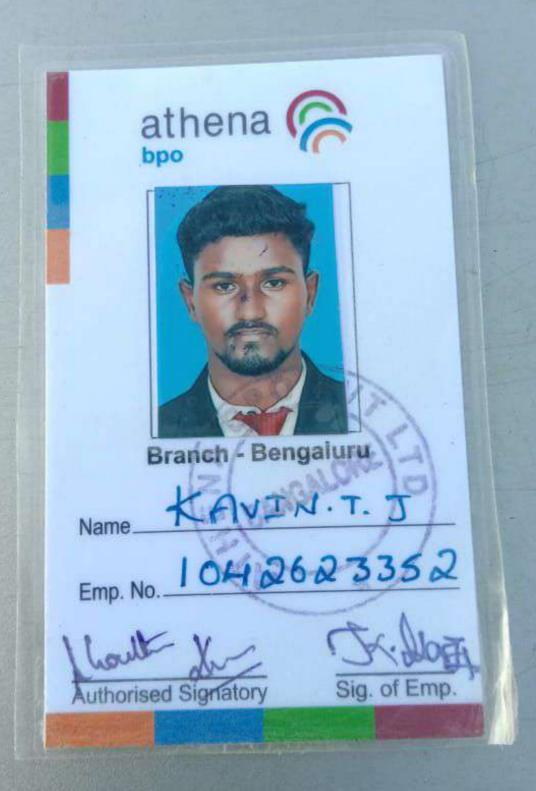


(Fr M.A. gnacy S.J.)

CORRESPONDENT

St. Joseph's College Hr. Sec. School

Tiruchirappalli-620 002.



Er. S. Pon Manikandan M.Tech., LLB., LICENSED SURVEYOR

Mobile: 80567 - 00160

Off: 0461-2345639



MANIKANDA ASSOCIATES

* All Type Surveying

* Construction Plan

* Approval Plan

* Estimation & Elevation

* Building Consultancy & Construction

* Valuer

149/8, Polepettai West, 1st Street, Tuticorin - 628 002.

E-mail: ponmanikandanbtech@gmail.com

♦ HDFC SALES

Date -09th August, 2022

To, The Branch Manager, HDFC Bank, Trichy

Dear Sir/Madam,

This is to state that Ms. M Vinolia Employee Code:51804 employed with HDFC Sales from 21-07-2022 and is located at Trichy. The Company Code of HDFC Sales is H0711.

This letter is being issued to open a salary account with your bank.

Yours truly,

For HDFC SALES,

Authorized Signatory Jothi S. Mani AM- HR



ST LEONARDI MATRIC HR.SEC.SCHOOL



R.Georgia Aarthy M.A., **BT.ASSISTANT**

15 Lukend J. Alesky

Correspondent Principal



THE KARUR VYSYA BANK LIMITED HUMAN RESOURCES DEPARTMENT CENTRAL OFFICE, ERODE ROAD KARUR – 639001, Tamil Nadu

Ph- 04324 –226520, Extn.269465/67/73/75 Email:<u>recruitment@kvbmail.com</u> CIN:L65110TN1916PLC001295

HRD/DIRECT RECT BSSE CTC/L1/3442/2022

Mr. Navaneethakrishnan V T Kalvikudi,Lalgudi (T), Trichy (D), Trichy-621702, Tamil Nadu

E-Mail: navaneethakrishnanvn@gmail.com

Mobile: 9943453158 Appl. ld: 146241 04/08/2022



SUB: OFFER OF APPOINTMENT

With reference to your application for an appointment in the Bank's Service and subsequent Personal Interview, we are pleased to offer you appointment, governed by the following terms and conditions:

1. Commencement of Employment:

You will be designated as Branch Sales & Service Executive. As part of the joining process, you are advised to report on 16/08/2022 at the below mentioned address for Six days Residential Induction Training. (Please refer Annexure for further details).

TVS Training and Services

No: 61, Reddy Street, Vanagaram Main Road, Athipattu, Ambattur Industrial Estate, Chennai-600058.

Your employment will commence from the date of your joining at the training centre.

Post completion of the Induction Training, you are advised to report for duty on 23/08/2022 at our Chennai - Red Hills Branch. (Address mentioned below)

The Karur Vysya Bank Ltd,
5/2, Sri Subhasani Complex, Vallalar St,Kamaraj Nagar, Redhills,
Chennai - 600052, TN

This offer is subject to medical fitness. For this, you are advised to submit a satisfactory latest Medical Certificate & relevant reports of your fitness obtained from reputed Corporate Hospitals on your date of reporting at the training venue.



Cont..2

Mr.Navaneethakrishnan V

2. Compensation package:

Your appointment is on Cost to Company Basis (CTC) and your compensation package under CTC basis is furnished in Schedule I (enclosed).

In addition to the package given in Schedule I, you will be eligible for the following benefits:

- a. You are eligible for performance based incentive as applicable from time to time. However the payment of incentive shall be purely at the discretion of the management.
- b. You are eligible for all types of loans under the Public category.

Compensation package under CTC will be reviewed by the Bank every year as per the Bank's policy prevalent at the relevant time.

The Components of CTC shall be subject to regulatory / statutory guidelines and any change in the percentage of components shall not alter the overall CTC fixed.

Other Benefits:

- a. You are covered under Group Personal Accident Insurance coverage (Premium paid by the Bank).
- b. You are covered under Group Medical insurance Base premium is included in your CTC and shall be deducted on a monthly basis.
 - If you opt for any Top-up, the premium will be paid by you.
- c. You are also covered under Group Term Insurance for a limit as applicable to your grade / level. The requisite annual premium for the coverage preloaded in your CTC will be deducted from your first salary and every consecutive year thereafter.

Note: You are not eligible for any other benefits, except the benefits referred above.

3. Probation and Confirmation:

- a. You will be on probation for a period of one year. On successful completion of probation period (after suitable evaluation methods / tests), you will be confirmed in the regular services of the Bank.
- b. During the Probationary period, you will have to acquire the requisite knowledge in Banking routine by serving in the Branch(es) / Office (es) to which you will be posted and equip yourself to be fit and competent for confirmation in the services of the Bank. You will be confirmed, only on passing Knowledge Updation Test (KUT). Apart from this it is mandatory to get qualified in any of the certificate courses conducted by NISM, AMFI, NIBM, IIBF and Institutes identified by IBA. Further you should have attempted one/more subject/s of JAIIB exam or at least should have enrolled to pursue it.
- c. Please note that unless confirmed in writing, you will be continuing in probation only.
- d. Confirmation in the services of the Bank will be based on your performance during the probationary period, assessment reports given by the Branch / Office Heads and subject to completion of joining formalities.
- e. In case your performance is not up to the expectations of the Bank, you will be terminated from the services of the Bank.
- f. Failure to comply with any of the above required conditions for confirmation will result in your termination.

Mr.Navaneethakrishnan V

4. Nature of duties / Responsibilities:

- a. You will perform all the duties as are inherent to your position and such additional duties as may be called upon to perform, from time to time.
- You shall discharge your duties with due and reasonable care, skill and diligence.
- c. You shall always act in good faith in order to promote the business of the Bank and in the best interests of the Bank. You shall not involve yourself in any situation in which you may have a direct or indirect interest that conflicts or possibly may conflict with the interests of the Bank.
- d. By virtue of your position in the bank, you shall not achieve or attempt to achieve any undue gain or advantage either to yourself or to your relatives or associates.
- e. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.

5. Working Hours:

Working Hours may vary and will depend on the nature of the work, department of work, administrative exigency etc., except for National, State holidays declared under relevant act as applicable to the bank. There may be times when you will be expected to work extra hours to achieve specified results / targets when the job so requires.

6. Leave Eligibility:

- a. Casual Leave: 12 days per year (one day per month) which cannot be accumulated beyond 12 days. Casual Leave cannot be taken more than 4 days at a stretch and cannot be combined with holiday / Sunday in such a way as to increase the absence, at any one time, beyond Six days. Casual leave cannot be combined with any other type of leave.
- b. Medical Leave: 12 days per year (one day per month) which can be accumulated for maximum of 24 days with no option for encashment. Medical Leave beyond 3 days will have to be supported by Medical Certificate. Medical Leave without medical certificate can be availed upto a maximum of 3 times in a calendar year.
- c. CTC Leave: 24 days per year (two days per month) which can be accumulated for maximum of 48 days. For availing CTC Leave 10 days advance notice is required.
- d. Maternity Leave: As per norms / Maternity Benefit Act, twice in entire service maximum of 6 months per instance.
- e. All types of leave will be credited on completion of every month and only on pro-rata basis.
- f. Combining of Medical leave with CTC leave is allowed only on Medical reason.

Note: Employees who join the Bank on or after 14th of a month shall not be eligible for any leave for the particular month.

Credit of Pro-rata leave will not be given for the month, where an employee has availed more than 14 days of leave.

Cont...4

Mr.Navaneethakrishnan V

7. Travel Expenses:

You may be required to undertake travel for the business of the Bank and in the exigencies of work. You are eligible for admissible / applicable Diem / daily allowance and lodging expenses as per Bank's policy from time to time, when you attend Bank's work at other centers (other than place of posting).

All such travel on official business should have the prior approval of the reporting authority.

8. Transfers and postings:

You are liable to be transferred to any of the branches / offices as per the exigencies of business. The Transfer shall be at the sole discretion of the Bank and there shall be no scope for effecting / cancelling / modifying transfer at your request.

9. Performance evaluation:

- a. You shall be governed by the Bank's policy on performance appraisal and compensation revision as applicable and in force from time to time. The management reserves the right to change or modify the policy at its sole discretion and at any time without notice.
- b. Based on performance, after confirmation your yearly increase in compensation will be decided and same is restricted to certain percentage of basic pay only, as approved from time to time.
- c. Performance linked incentive, as applicable to the grade / level is payable to you based on your annual performance and first assessment in this regard will take place after completion of one year. Thereafter the base date for appraisals will be 31st March, with the same being reviewed during April every year.

10. Promotion:

Your promotion to the next higher grade / level shall be governed by the promotion policy of the Bank laid down from time to time. You may also note that the promotion to the higher grade / level is not a matter of right and it shall be considered in accordance with Promotion Policy of the Bank.

Fixation on promotion: As applicable to Grade / Level of promotion.

11. Borrowings / Receipt of Gifts:

You shall not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings of any sort.

a). Travel to foreign Countries:

Prior Permission / NOC should be obtained from the competent authority in case of foreign trips for personal purpose.

b).Lendings/Borrowings:

NOC to be obtained from the competent authority for availing any loan/for standing as Guarantor/Surety/Co-obligant to anyone for availing loans in our Bank / other Banks / NBFCs / Fls etc.

12. Professional Ethics and Confidentiality:

a. During your employment with the Bank you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Bank.

Cont...5

Mr.Navaneethakrishnan V

- b. You must follow and maintain higher standards & personal behavior and integrity in accordance with the Bank's policies & procedures.
- c. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information about the business of the Bank which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Bank.
- d. For the purposes of this clause, 'Confidential Information' means information about the Bank's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Bank's products, processes including ideas, concepts, projections, technology, manuals, specifications, and all papers, records and other documents containing such Confidential Information.
- e. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Bank.
- f. Breach of the conditions of this clause will render you liable for summary termination under clause above, in addition to any other remedy the Bank may have against you in law.
- g. The offer of appointment is confidential which shall not be shared with any third parties.
- h. You shall abide by all the bank's policies, Regulatory & Statutory guidelines issued from time to time. More specifically RBI guidelines and SEBI guidelines (including Prohibition of Insider trading Act 2015) should be followed strictly.
- i. While you are in the services of the Bank, you are not permitted to carry on any business or Profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other Firm, Company or Person.
- j. You will devote your whole time and attention to your office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the organization) outside the organization.

13. Non-solicitation:

The employee hereby agrees and undertakes that during the term of the employment with the Bank and for a period of one year following the date of separation from the Bank, the employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):

- Solicit employment or advise any of the Bank's existing employees or any person who was employed by the Bank within one year prior to such solicitation; or
- Cause any person or organization providing services to or through the Bank to terminate his or her contract or relationship with Bank.



c. Contact any of the existing or prospective clients (i.e. any person or organization with whom the Bank is in advanced stages of exploring a professional or business relationship) to entice such clients away from the Bank or to damage in any way their business relationship with the Bank or for the promotion of services similar to those provided to such clients by the Bank.

14. Bank's property - Assets:

- a. You will always maintain in good condition the Bank's assets which may be entrusted to you for official use during the course of your employment and shall return all such property to the Bank prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Bank.
- b. On termination / retirement of your employment for any reason, you will return to the Bank all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential information, in your possession or under your control relating to your employment or to clients' or customers' business affairs. On termination, you shall settle the Bank's dues / loans, if any to the organization.

15. Background verification:

You agree that the Bank shall have the right to conduct, either by itself or through its representative, background checks on the Employee (including credit bureau checks) references provided by the Employee or with the Employee's previous employer(s) or existing creditors who may have provided loans to the employee.

Please note that it shall be open to the bank to withdraw this appointment order / terminate your employment, if any negative report is received in this regard.

16. Disclosure by the Bank:

You agree that at the time of employment or any time during employment, the Bank shall have the right to use and disclose all information of the Employee for the purpose of carrying on Business and for complying with laws, rules and regulations as applicable.

17. Superannuation Age:

You shall retire from the services of the Bank upon attaining the age of 60 years.

The date of birth as recorded on the basis of the document produced by you at the time of joining shall not be changed at any point of time.

18. Terminal Benefits:

- a. Gratuity: Payment of Gratuity shall be regulated in accordance with the provisions of payment of Gratuity Act 1972.
- b. Defined Contributory Retirement Benefit Scheme: You are compulsorily covered under New Pension System (NPS / DCRBS). Bank contributes 10% of your Basic Pay (as per NPS norms at present) to NPS and you shall also pay similar amount to NPS (which will be deducted from your monthly Salary).

Note: The above retirement benefits are included as a part of your total CTC.



Mr.Navaneethakrishnan V

HRD/DIRECT_RECT_BSSE_CTC/L1/888/3442/2022

19. Termination / Resignation:

- a. Your appointment can be terminated by the Bank on account of non performance / non achievement of targets / non- compliance of terms of appointment order / non-completion of Joining formalities including submitting of all required documents within stipulated time / non-attainment of minimum performance evaluation figures as fixed by the bank by giving you one month's notice or one month's pay in lieu thereof.
- b. Your appointment can be terminated by the Bank without assigning any reason there of by giving you one month's notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean gross salary.
- c. Should you choose to resign from the services of the Bank, you shall provide prior notice of one month (on probation period) / three months (post confirmation) and your relief from the Bank is subject to acceptance of your resignation by the competing authority.
- d. If you choose to resign prior to completion of two years of service, you shall be liable to pay the training charges of Rs.25,000/- (plus applicable taxes) to the Bank.
- e. Once accepted by the Bank, you shall not have any right to withdraw your resignation, unless specifically permitted to do so by the Bank. Also no withdrawal shall be permitted during the last 7 days of notice or after suitable replacement has been identified / recruited.
- f. The Bank reserves the right to terminate your employment summarily without any notice / payment, if it has reasonable ground to believe that you are found to be indulged in acts of commission / omission which may be prejudicial to the interest of the Bank or any act of dishonesty, fraud, misappropriation, disobedience, insubordination or breach of contract or any other misconducts or neglect of duty or incompetence in discharge of duty on your part and / or causing loss to the Bank. In case of such termination on above reasons, bank reserves its right to recover Performance incentive paid that year.
- g. Once an employee tenders resignation, all leave standing to his / her credit shall lapse and he / she shall be entitled only to one Casual Leave per month (Subject to available leave balance) during the notice period
- h. Your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanor or any offence which may or may not be directly connected with the organization's business. This shall include conviction in criminal case by a competent court of law as well as any act that may be construed to have brought disrepute to the organization or tarnished its image.
- i. If any declaration, statement or information given by you at any time, is found to be false or untrue, or if any material information is suppressed, your services are liable to be terminated forthwith without any notice or compensation in lieu thereof at any time during your service with the Bank.
- j. If it comes to notice that you had been, prior to joining Bank's services, convicted of any act involving moral turpitude, your services will be liable to be terminated forthwith without any notice or compensation in lieu thereof.



Mr.Navaneethakrishnan V

k. Unauthorized Absence - In the event of continuous absence for a period exceeding 10 days or intermittent UAA exceeding 30 days without placing a formal request and obtaining permission from the Competent Authority for the same or overstaying sanctioned leave, the employee shall be deemed to have left and relinquished service automatically, without notice or any further action being required on the part of the Bank. In such situation, the Bank shall have the right to publish information about the employee on account of desertion and to recover all dues from the unpaid salary / terminal benefits payable.

20. Redressal of Grievances:

As the position of Officer requires representation of corporate interest, the remedy for any grievance on terms of contract of employment including termination shall only be monetary compensation to the exclusion of any other relief.

21. Notice to the Bank:

Notices may be given by you to the Bank at its registered office address. Notices may be given by the bank to you at the address intimated by you in the official records.

22. <u>Governing Law / Jurisdiction:</u> Your employment with the Bank is subject to Indian laws. All disputes shall be subject to the jurisdiction of Courts in Chennai only.

23. Other terms and Conditions:

- a. No employee shall share passwords and shall always be duty bound to ensure protection of passwords at all times (even from inadvertent acts such as shoulder surfing).
- No employee shall use mobile phone while on duty except for official purposes or in case of any emergency.
- c. All employees shall adhere to a formal dress code and wear the corporate identity card issued by the Bank at all times while on duty.
- No employee shall indulge in any act of sexual harassment.
- e. No employee shall compete with the Bank in any manner or avenue whatsoever during the continuation of his services with the Bank.
- f. No employee shall share through any Social media or cause to be shared or pass on to others any document, paper or information which may come into his possession in his official capacity.
- No employee shall express any views or thoughts on social media, which may
 - (i) adversely affect or tarnish the image/reputation of his colleagues or the Bank; or
 - (ii) be prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of Court, defamation or incitement to an offence.
- h. No employee shall, except with the previous written sanction of the Competent Authority, ask for or accept contribution to or otherwise associate himself with the raising of any fund or other collection in cash or in kind in pursuance of any objective whatsoever.



Mr.Navaneethakrishnan V

i. No employee shall indulge or permit anyone in his immediate family to indulge in any online / offline activity even remotely bordering on the nature of gambling, irrespective of whether it is legal or claimed to be of a recreational nature only. (For eg: online / offline rummy or such other activities involving exchange of virtual / physical money)

24. Service Conditions:

- a. The terms and conditions set-out in this letter of appointment (Referred above) constitute service conditions applicable to your employment in general. The Bank reserves its right to change / modify the terms and conditions of service, including your duties and responsibilities at any time.
- b. All other terms and conditions of your appointment shall be governed by the Bank's policies as stated from time to time.

25. Acceptance of our offer:

You are requested to acknowledge receipt of this Order by signing and forwarding the same to us immediately by return mail, on or before 06/08/2022, failing which this offer shall cease to be in force. The Bank shall not be responsible for delays of any sort in this regard.

We welcome you, and look forward to your joining us for a long, successful and mutually beneficial Association.

ASSISTANT GENERAL MANAGER

DECLARATION

I,hereby acknowledge the receipt of this order. I co	onfirm that I have read /
understood the details referred under Sl.No. 1 - 25 and I agree to	the terms and conditions
stipulated therein. I shall join duty at youroffice on	, failing which I shall
have no claims against the Bank in this regard.	
PLACE:	
DATE:	SIGNATURE

Mr.Navaneethakrishnan V

Schedule I - Compensation Details

	Monthly	Annual
Annual CTC Package	25000	3,00,000
CTC Structure	Monthly	Annual
Basic Pay	10,000	1,20,000
Special Allowance	13,292	1,59,500
Monthly Gross (A)	23,292	2,79,500
NPS / DCRBS (Bank Contribution)	1,000	12,000
Annual Medical premium	292	3,500
Gratuity - As per Act (Half month salary per completed year of service)	417	5,000
Total (B)	1,709	20,500
Total CTC (C=A+B) #	25,000	3,00,000

Total CTC is Rupees Three Lakhs only.

In addition to the above CTC, eligible Location allowance shall be paid.

Subject to TDS as per applicable Tax Laws.



RAMANA EDUCATIONAL TRUST

AMBATTUR, Chennai - 600053

(ACADEMICS - BOARD CLASS)

10290

To

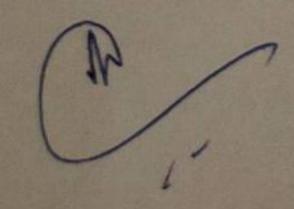
Date: 12/11/22

Ms. Sneha. J

Sir / Madam,

- 1. You are designated as ... P.G.T. E. canonics Teacher
- 2. Your date of joining is and you will work at ... VV Mambakkan
- 3. Your emoluments per month will be as follows:

- 4. You will be confirmed in your position after the satisfactory completion of the probationary period of service.
- You are expected to report to duty on your date of joining without fail. No request to postpone
 the date of joining will be entertained.



Annexure I

SERVICE RULE FOR EMPLOYEES:

Name: Ms. Sneha. J

Designation: PGT

Subject: Economics

DOJ:

AO dated: 10/8/22

School: VV - Mambakkan

- 1. You will report to your superior / any other designated person as communicated by the Management from time to time.
- 2. You will abide by the rules, regulations, policies and procedures of the Ramana Educational Trust/School, which may be amended and communicated from time to time.
- 3. Your service is transferable to any of our Velammal New Gen Edu Network of Institutions during your tenure on a short term or long term basis.
- 4. You are not eligible for any other allowance / perks other than mentioned during the probationary period.
- 5. Please note that you are expected to report to duty on your date of joining without fail. No request to postpone the date of joining can be entertained except under personal emergencies. Once the appointment order is received, the cancellation of it leads to the surrender of one month's salary.
- 6. During the probation you will not be eligible for any other leave of absence except casual leave.
- In case you undertake any higher studies, you are to obtain a written no objection certificate from the Management.
- 8. You will be responsible for the safe keeping and return of the property of the trust in good condition and of order all the Trust's/School's property such as Laptop, Pen drive, Calculator, ID card and so on etc, that is entrusted in your charge.

9. Probation

- a. Except in the case of a purely temporary vacancy or leave vacancy or for a specific post of temporary nature, every employee shall on initial appointment be on probation for a period of 364 days from the date of his/her joining the duty. The period of probation may be extended for a further period not exceeding one year. Services of an employee during probation may be terminated without assigning any reason in writing. b. You shall be deemed to be confirmed until and unless the order of extension of Probation
- c. If an employee desires to be relieved during the period of probation, it will be necessary for -
- him/her to give one month's notice in writing or one month's salary including all allowances in lieu of the period of notice.

- 12. You will be liable for any loss of any Ramana Educational Trust property in your charge due to your misconduct /inefficiency.
- 13. You will retire from the service of our organisation on completing the age of 58.

14. Your duties shall not be deemed to be circumscribed by your designation alone.

15. You will lose your employment if you absent yourself without any intimation / permission for more than 7 days consecutively and your name will be removed from the attendance register, assuming that you have voluntarily abandoned the employment.

16. Every employee shall be required to produce a physical fitness certificate from a medical

practitioner. Your appointment is valid subject to be medically fit. 17. The working days and holidays will be as per the Order of the State Government or as decided by the Management from time to time.

18. All employees except those in temporary vacancies or in part time jobs will be required to become a member of EPF scheme under the Employees Provident Fund Act 1952.

19. No member of the staff shall apply for employment outside without prior permission from the Principal and the Management.

20. Undertaking Private tuitions or starting your business while under employment with us is strictly prohibited unless recommended by the Management.

21. Every employee shall be governed by the code of conduct of the Ramana Educational Trust. Any breach of code of conduct will attract disciplinary/legal action.

We look forward to a long and mutually rewarding association with you as a member of the Velammal New-Gen Edu Network.

MVM VELMURUGAN CHIEF EXECUTIVE OFFICER

I, Mr. /Ms.

OFFER ACCEPTANCE & DECLARATION BY THE CANDIDATE

terms and conditions applicable to employees of the Ramana Educational Trust (Annexure I). herewith submit the following original certificates to be kept in safe custody of the Trust for verification by competent authorities as and when required.
1) MA - 21231000366/212311061543 2) 222311103531/222311062748.
3) -
Date of Submission: 15 11 22 Signature of the Candidate

hereby accept the



OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT

Balavignesh V No 42, Aruna nagar, Vishranthi daffodils apartment Trichy – 620017 TN IND

Dear Balavignesh,

On behalf of Amazon Development Centre (India) Private Limited, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for Fixed-Term Employment (hereinafter the "Offer cum Appointment Letter") the position of CS Associate(C)[S] at Coimbatore, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before 2 business days.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your fixed-term employment with Amazon India will commence on **08-Aug-2022** and shall end as per the provisions contained in Section 14 herein below.

2. Duties

1



NICE EDUCATION

For Excellent Expression of Brilliant Young Minds.

A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST

Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579

Ph.: 91-9826269091, 91-9047415416 e-mail: nicenicekerala@gmail.com

Website: www.niceeducation.in

Ref. No: NICE/2019/O.Le/.....

Date: 13/21/2020

To

Mr.Ms : G. Dharma raj :: S/O, D/O ... Yessu.

Name of the College : St. Foseph's College C. Autonomous)

Place

: Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.

HR Team of NICE EDUCATION is delighted to inform you that you are selected for the position of Communicative English Trainer for the academic year 2020 -21

CTC Break Up:

(Rupees Twelve Thorsand Five Hundred)

Other Allowances :

HRA: 1500 to 3500 /. + HRA Facilities: 3500 to 5000/. + Other Allowances

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of April 2020 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter, your contact details to our HR department: dmitnice@gmail.com. before 10th March 2020

Thanking You





S.S.M.LAKSHMIAMMAL MATRICULATION HIGHER SECONDARY SCHOOL



JUNAPUDI.VAMSI

M.A.,

ECONOMICS TEACHER

Principal

PERSONAL DETAILS

D.O.B 15.03.1999

Address Pragathipuram Colony, Ayyappa Raju Gudem,Eluru, Andrapradesh - 534468

Contact No. 9014835822

Blood Group 0+ ve

Aadhar No 3565 0454 5900



SOUTH EAST CENTRAL RAILWAY

BILASPUR/DIV



ID: 2022155053

Office Order No. : DPB/1071/2022

Office Of: Sr. DPO/BSP

Date: 29-07-

2022

वाणिज्य विभाग से संबंधित निम्नलिखित आदेश त्वरित प्रभाव से जारी किया जाता है:-Following orders pertaining to Commercial department is issued with immediate effect:-

The following candidate is empanelled for appointment in Group-C category as Junior Clerk Cum Typist in Pay Matrix Level-02 (7th P.C) against Sports quota vide PCPO/SECR/BSP's letter No. P/HQ/RCT/203/Sports Quota-18/E-56438/OA/193 dated 10.06.2022 and posted as under:-

Sr No.	Employee Details Name, Community, DOB Ms./Shri.	Appointment Details	Posting Details Unit, BU, Department, Station	ID-Marks	W.E.F	Mode of Appointment	Employee Signature	Employee Photo
1	Mr RAMA KRISHNAN .A OBC DOB: 05-03-1998 MEDICAL: Fit in C2 (Cert No: 558829) PAN: DELPR8261E	JUNIOR CLERK CUM TYPIST Level: 2 Basic: 19900	BILASPUR/ DIV 3402291 COMMERCIAL BSP	1. A BLACK MOLE ON BELOW LIPS 2. A SCAR ON LEFT EYE NEAR	NA	SPORTS QUOTA	A Ruraksühner.	

नोट Note:-

- 1. The above candidate is posted as Junior Clerk Cum Typist in Pay Matrix Level-02 (7th P.C) at Bilaspur under CCI/BSP.
- 2. The above candidate will have to acquire proficiency in Type writing skill at 30 W.P.M in English or 30 W.P.M in Hindi within 02 years from the date of joining. The appointment of Junior Clerk Cum Typist is will be provisional till they qualify in the typing test within 02 years in 03 chances. Failure in Typing test will be exempted in terms of Estt. Rule No. 12/2017.
- 3. The lien of the above candidate will be maintained in Commercial department in Bilaspur division.
- 4. Above candidate will be governed by the New Pension Scheme vide Estt. Rule No. 14/20@igitally Signed.

Name: Rahul Garg Date: 29-Jul-2022 20:05:37 Location: BSPD/SECR

सहायक कार्मिक अधिकारी/ Assistant Personnel Officer

File Reference No. :E/SA/EST/Recruitment/Group-C/Pt-II/e.office 72636

Copy forwarded for information and necessary action to:

वरिष्ठ मंडल वाणिज्य प्रबंधक (समन्वय)/बिलासपुर, वरिष्ठ मंडल वित्त प्रबंधक/बिलासपुर, राजभाषा अधिकारी/बिलासपुर, मंडल समन्वयक- द.पू.म रेलवे मज़दूर काँग्रेस/बिलासपुर, मंडल सचिव- अ.जा/अ.ज.जा रेल कर्मचारी संगठन/बिलासपुर, मंडल सचिव- अ.पि.व रेल कर्मचारी संगठन/बिलासपुर, मुख्य वाणिज्य निरीक्षक, मुख्य कार्यालय अधीक्षक बिल-॥, मुख्य कार्यालय अधीक्षक (सू.प्रो) सेल, मुख्य कार्यालय अधीक्षक (ए.पी.ए.आर) सेल, सेवा पुस्तिका, संबंधित कर्मचारी, कार्यालय आदेश फ़ाइल।

Sr. DCM(Co-ord.)/BSP, Sr. DFM/BSP, RBA/BSP, DC-SECRMC/BSP, DS-SC/ST Association/BSP, DS-OBC Association/BSP, CcI/BSP, Ch. OS Bills-II, Ch. OS (IT) Cell, Ch. OS (APAR), SR, Staff Concerned, O.O. file.

सहायक कार्मिक अधिकारी/ Assistant Personnel Officer



Dear Ms. Janaki N,

Welcome aboard!!, I trust that this letter mutually excites you too on being in the team. There is always a lot to learn on a new job, it's not only about the work but also about the organisation's Culture and its Values.

I'm sure that you will be a great addition to our Bank and it's amazing to have such a young talented new member, together as a team I do look forward to your contribution in taking the Bank to new heights.

South Indian Bank has adopted 9 well defined core values, which shall say who we are as an organisation and what makes us distinctive. The Bank expects all its employees to possess and portray these values across all geographies, verticals and functions and thereby aligning yourself to focus on the Vision & Mission of the Organisation.

To envision this, we have adopted nine core values critical to our long-term vision: Sensitivity, Resilience, Ownership, Integrity, Passion, Digital, Boundarylessness, Quality and Speed.

The core values continue to be constant. It shall serve as a guiding light to our action, decisions and behaviour. It shall benchmark us on how we interact with each other and educate clients and potential customers on what the organisation is about. Our success is grounded in the unwavering commitment to these core values.

So friends, I am delighted to assign you the 'CATALYSTs' Employee Value Card, which advocates our value statement and core values.

CATALYSTs of growth and change, you will be frontrunners who form the face of the Bank.

We also have CHAMPIONs & EXEMPLARs value cards. I urge each and every one of you to carry the value card with you at all times, and stay focused on living the core values.

Congratulations once again on being part of our growing and dynamic team. Wishing you Good Luck and a bright future ahead.

Anto George T SGM-HR & Admin

"Coming together is a beginning, staying together is progress, and working together is success"



DEPT: HUMAN RESOURCES

HRD:TAT:TA:1044:2022-23

DATE: 15.10.2022

MS. JANAKI N
D/o NARAYANAN R
I BLOCK GF E PRIYASUDHARSHANA APPARTMENT
MELUR ROAD
SRIRANGAM
TIRUCHIRAPALLI, TAMIL NADU
PIN-620006



Dear Ms. Janaki N.

Appointment in the Bank as Probationary Clerk

In continuation to the Offer Letter HRD:TAT:TRG:1214:2022-23 dated 30.09.2022, we are glad to offer you appointment in the Bank as Probationary Clerk.

Your Initial place of posting will be at the below mentioned office:

THE SOUTH INDIAN BANK LTD.
BRANCH: GANAPATHY, COIMBATORE
CMS MATRICULATION HSS COMPOUND,
SATHY ROAD GANAPATHY,
COIMBATORE,
TAMIL NADU-641006

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. During the period of probation, you are expected to acquire sufficient knowledge and experience in Banking. In case the bank finds your services unsatisfactory, it reserves the right to extend your probation/ terminate your service as its sole discretion. The probation period shall deemed to have been extended automatically, till a writtenorder specifically intimating the confirmation in the service is issued by the Bank.

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

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

Yours sincerely,

(Anto George T.)

In Comment

Senior General Manager (HR & Admin)

Encl: Remuneration, Perquisites and other Terms & Conditions

The South Indian Bank Ltd., Regd. Office: Thrissur, Kerala



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 - 1000/3 - 20000 - 1230/3 - 24590 - 1490/4 - 30550 - 1730/7 - 42660 - 3270/1 - 45930 - 1990/1 - 47920 - 1000/3 - 20000 - 1230/3 - 24590 - 1490/4 - 30550 - 1730/7 - 42660 - 3270/1 - 45930 - 1990/1 - 47920 - 1000/3 - 2000/1 - 20

Monthly Salary (as per IBA)

Basic Pay	$ \cdot $	Rs.19,900/-
Special Allowance	:	16.4% of Basic Pay
Dearness Allowance (Quarterly varying)	:	36.82 % of Basic Pay, Special Allowance, Special Pay and Travel Allowance.
Special Pay	:	Rs. 1,250/-
Transport Allowance	:	Rs. 600/-

Monthly Allowance

Canteen Allowance	:	Rs.300/-	
Newspaper Allowance	:	Rs.350/-	
Conveyance	:	Rs.1800/-	
House Rent Allowance	:	10.25% of Basic Pay + Special Pay	

Half - Yearly Allowance

Closing Allowance	;	Rs.550/-	

Yearly Allowance

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

- a) 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.
- b) Will be eligible for Performance Linked Incentive Scheme (PLIS) as applicable to Clerical cadre.
- c) Will be eligible for Free Personal Accident Insurance benefits up to ₹30,00,000/- and Medical Insurance up to ₹3,00,000/- per annum.
- d) 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. 14% of (B.P. + D.A. thereon) will be contributed by the Bank.
- e) 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.

HIR DEPT.

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) 0487-2420 020, (Fax) 91 487-244 2021 e-rnail: sibcorporate@sib.co.in, CIN: L65191KL 1929PLC001017, Toll Free (India) 1800-102-9408, 1800-425-1809 (BSNL)

www.southindianbank.com

N. Janehi



Other Terms and Conditions

a) You should be possessing the stipulated qualification/criteria for the selection process as cited below as on 31.03.2022:

Under Graduates	 Age: Not more than 22 years as on 31.03.2022. (i.e. born on or after 01.04.2000). 60% marks in X/SSLC, XII/HSC under regular course. Graduation in Arts/ Science/ Commerce Stream under regular course with 60% marks in first attempt.
Post Graduates	 Age: Not more than 24 years as on 31.03.2022. (i.e. born on or after 01.04.1998). 60% marks in X/SSLC, XII/HSC and Graduation under regular course. Post-graduation in Arts/ Science/ Commerce Stream under regular course with 60% marks in first attempt.

- 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 31.10.2022 failing which your appointment is liable to be terminated.
- c) It shall be distinctly understood that this offer for appointment is subject to your meeting the stipulated qualification/ criteria cited above, submission of original documents/ credentials, medical fitness, police verification and satisfactory background verification. The original Educational Mark lists & Certificates of Graduation and Post-Graduation (as applicable) will be returned to you normally on your completion of 3 years of active service in the Bank.
- d) You have to execute an agreement to the effect that you will serve the Bank for a minimum continuous period of 3 (three) years' active service from the date of your joining the bank. 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.

The South Indian Bank Ltd., Regd. Office: Thrissur, Kerala

Head Öffice: S.I.B. House, T.B. Road, P.B. No: 28, Thrissur - 680 001, Kerala. (Tel) 0487-2420 020, (Fax) 91 487-244 2021 e-mail: sibcorporate@sib.co.in, CIN: L65191KL 1929PLC001017, Toll Free (India) 1800-102-9408, 1800-425-1809 (BSNL)



k) 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.

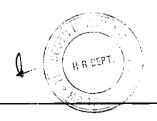
I hereby accept the terms and conditions of the appointment.

Signature

Place

Date

: N. Janki : Cormbatore : 29/10/2022





SHOV/HR/APPT/10/2022 13-Oct-22

Yogeshwaran Periyasamy, 6/42, Mariamman kovil Street, Melavathiyam, Vathiyam post, kulithalai taluk, Karur district-639105. Tamil Nadu, INDIA.

Letter of Appointment

Dear Yogeshwaran Periyasamy,

We are delighted that you are interested in joining SourceHOV.

We are pleased to appoint you as "Junior HR Analyst" in our Company and join us on or before 13-Oct-22. The terms and conditions of your appointment are given below. Your initial place of work will be at our SourceHOV office in Tanjore.

1. You will be paid an annual salary of Rs.250020/-

2. Probation

You will be on Probation for a period of 6 months from the date of Joining. On completion of the probation period, your services shall be either confirmed or extended at the sole discretion of the management.

You will be entitled to leave in accordance with the Company's rules.

4. Transfer

During the period of your employment with us, your services are liable to be transferred/deputed to any of our associate companies on a short/long term basis or to another departments within the Company. In such event the terms and conditions governing your service shall be those applicable at the location of transfer or those applicable to employees of such subsidiary or affiliate as the case me be. You may be asked to come in different shifts based on the project requirement and any further change in shift timings during your tenure will be at the discretion of the Management.

5. Termination

Some Boo

- 5.1. If your background verification result is not found satisfactory, your employment will be terminated with immediate effect.
- 5.2. If any declaration given or furnished by you to the Company in any document submitted for and in the course of employment proves to be false, incorrect or if you have willfully suppressed any material information, your employment will be terminated with immediate effect.
- 5.3. The Company may terminate your employment at any time without cause upon giving 60 day's prior written notice or compensation in lieu thereof. However, the Company may with cause immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment or any of the Company Policy.
- 5.4. During probation and on confirmation you may voluntarily terminate your employment for any reason upon providing 60 day's prior written notice or payment of 60 day's basic salary in lieu thereof, subject to Company and Functional Head approval
- 5.5. Further your performance would be assessed annually. If your performance is not found to be satisfactory despite performance improvement plans, your services can be terminated.
- 5.6. The Company reserves the right to deduct your salary upto a maximum of one month, in case you are separating yourself from the services of the company without prior notice. These recoveries will be adjusted against the cost of training provided to you in general.

SourceHOV INDIA PRIVATE LIMITED C.I.No. U72300TN1993PTC088604

Regd. Off.: 106-109, Mount Road, Guindy, Chennai - 600 032.

Phone: +91 44 3350 4001.

Head. Off.: Dowlath Towers, 6", 8" to 11" Floors, No. 59, 61 & 63, Taylors Road, Kilpauk, Chennai - 600 010.

Phone: +91 44 3959 3000 / 3959 3120 Fax: +91 44 4285 8528



6. Retirement Age

The age of Superannuation of an Employee from Company service is 58 years. You shall however, during your employment remain medically fit for the work for which you have been employed. As to whether an Employee is medically fit, is an issue, which will be professionally determined by the Company and Employee shall be bound by such determination. You will accordingly undergo periodic medical examination as an when intimated to you by the Company.

7. Secrecy

While you are on employment with us, you may be exposed to various confidential matters pertaining to our Company or its associates. It will be your responsibility to ensure that the information is kept in complete secrecy and that confidentiality is maintained during the period of your employment with us.

8. Conflict of Interest

You have been employed by us to carry out assignments that may be entrusted to you from time to time. As such you shall devote your whole time to discharge the responsibilities entrusted upon you. This being a full time employment with us, you shall not directly or indirectly engage in or take up any part time or full time employment/assignment with any firm/associate/individual that would involve any monetary consideration or partaking the Company's interest for personal gains, except dealing in shares, debentures etc. In case you are found working against the interest of the Company, this would amount to violation of the terms and conditions of our employment agreement. Your appointment under this offer is subject to your signing a Non-Disclosure Agreement.

9. Arbitration

All disputes arising out of this letter of appointment or the employee's employment, between the employee and the Company shall be settled through arbitration under I Indian Arbitration and Conciliation Act 1996 by the sole arbitrator to be appointment by the Company. The venue of Arbitration will be Chennai, India. Courts at Chennai alone shall have exclusive jurisdiction.

10. Caution

You are hereby specifically informed that your acceptance of the terms and conditions contained in this letter and also of the terms and conditions contained in the enclosed NDA shall create important contractual obligations and obligations of Trust which affects your rights, including rights to inventions which you may make during your employment and breach of any terms and conditions of the documents to be executed/accepted by you including this Letter of Appointment, would make you liable to pay damages and compensation for breach of trust and contractual obligations apart from other legal consequences, apart from the Company's unfettered right to terminate your employment without any notice or pay in lieu thereof.

11. Acceptance

You are requested to sign a copy of this letter and send it back to the Company in token of your acceptance of the above terms and conditions of your employment. Please not that your obligations under this letter of appointment and the NDA start immediately on your signing and accepting the above documents.

12. General Provisions

The appointment is subject to your satisfying the Company of being duly relieved from your earlier commitment and /or employment and are being available to the Company for a full time employment.

The Company will deduct taxes and other statutory dues may be applicable from time to time from the remuneration payable to you. You will be personally responsible for your tax liabilities and other dues. The Company shall also be entitled to deduct any other sums as may be recoverable from you from time to time.

The terms of this offer detailed in this letter are strictly confidential and should be treated as privileged information between you and the Company. You are expected to maintain such information appropriately.

L. owhan Boo

SOURCEHOV INDIA PRIVATE LIMITED

C.I.No. U72300TN1993PTC088604

Regd. Off.: 106-109, Mount Road, Guindy, Chennai - 600 032.

Phone: +91 44 3350 4001.

Head. Off.: Dowlath Towers, 6", 8" to 11" Floors, No. 59, 61 & 63, Taylors Road,

Kilpauk, Chennai - 600 010.

Phone: +91 44 3959 3000 / 3050 2420 5



At the time of joining, we would request you to submit copies of the following documents:

- a) SSLC Certificate or equivalent in support of your age
- b) Certificates/Mark Sheets in support of your qualifications
- c) 8 Passport size photographs
- d) Relieving letter from your previous organization
- e) Service certificates, if any
- f) Salary Certificate/Slip
- g) Latest Passport Copy

You shall be bound by Company's Rules & regulations from the time being in force and as varied from time to time. In case of any ambiguity on the above, you can get in touch with your Vice President for clarifications. Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

Congratulations! We look forward to you joining us at the earliest and wish you the very best in your new assignment. We are certain that you will find challenge, satisfaction and opportunity in your association with SourceHOV.

SALARY BREAK-UP

Salary Details	Amount (Rs.PM)	Amount (Rs.PA)
Basic	12485	149820
HRA	5243	62916
Internet Allowance	1000	12000
Gross	18728	224736
Annual Benefits		
Provident Fund	1498	17976
ESI	609	7308
Total CTC	20835	250020

For SourceHOV India Pvt. Ltd.

Mohan Babu K

Director - HR Business Partner | India

SourceHOV INDIA PRIVATE LIMITED

C.I.No. U72300TN1993PTC088604

Regd. Off.: 106-109, Mount Road, Guindy, Chennai - 600 032.

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Head. Off.: Dowlath Towers, 6th, 8th to 11th Floors, No. 59, 61 & 63, Taylors Road, Kilpauk, Chennai - 600 010.

Phone: +91 44 3959 3000 / 3959 3120 Fax: +91 44 4285 8528

Dear Ms. Reema,

We take great pleasure in welcoming you to the DSM SOFT family.

We believe our offer will match your expectations and we hope to strike a mutually rewarding relationship. We are also certain that with your able expertise and capabilities, you would play a vital role in our growth and success. In the course of our working together, we believe DSM SOFT can provide you the right opportunities for your personal and professional growth as well.

Here are our offer details:

- · We would like to offer you a position with us as 'Junior HR Executive'
- · Your total Cost To Company (CTC) will be Rs. 15,000/-Per Month (Fifteen Thousand only) & Take Home is (Rs. 11,423/-)
- · We would like you to begin employment with us from (Kindly confirm your date of joining)
- · Reporting Time: 9.00am

Please let us know if the offer terms are agreeable to you. Please note that these offer details are 'confidential' and I will 'solely represent DSM Soft' in any of your discussions around this offer. We once again welcome you to share a mutually rewarding experience at DSM Soft. Kindly contact me for any clarifications.

I look forward to hearing from you.

Documents to be submit:

- · 10th & 12th Mark sheets Original and Photocopies (* Mandatory)
- · Graduation Degree / Consolidated Mark sheet / Provisional certificate Original and Photocopies (* Mandatory)
- · PAN card Original and Photocopy (* Mandatory)
- · Proof of Adhar : (* Mandatory)
- a) Hard copy of Aadhar card DD/MM/YYYY.
- b) Latest downloaded hard copy of E-Aadhar before the date of joining.
- · Proof of Bank Account : (* Mandatory)
- a) First page of Bank pass book.

- b) Bank statement with Account holder name Account number. (if available)
- c) Cancelled cheque with Account holder name. (if available)
- · 2 Passport size photos White color background
- Mail Offer Letter of DSM Soft Pvt Ltd 1 Photocopy
- Experience Letter / Pay slip / Offer or Appointment of Previous company- (If Any)
- PF UAN number & Previous employment passbook, if experienced (* Mandatory)
- ESI number, if experienced (* Mandatory)

Regards, Aneesa HR Executive

Human Resource | www.dsmsoft.com

Phone: +91 - 9381013517



August 24th, 2022

Mr. Nixon Prabhu A

S/o Mr. Abel Sagayaraj

No 4B, Siluvai Nagar Mottanampatty Road Mettupatty Pallapatti Dindigul Tamil Nadu – 624002

Dear Nixon Prabhu,

Sub: Letter of Appointment

Welcome to Vagus Technologies Pvt. Ltd.,

We are pleased to offer you an appointment from August 24th, 2022

Your designation is "Trainee – Human Resource".

Your initial place of posting is at our Trichy Office.

You will be paid with a CTC of Rs. 1,62,000 per annum (Rupees One Lakh and Sixty Two Thousand Only). Based on your performance you will be subjected to an appraisal on a yearly basis. Your Pay structure with the salary components in given below (Ref Annexure I).

TERMS OF EMPLOYMENT

- 1. You will be required to work in shifts. The shift timings vary as per the client's requirements. The allocation of your shifts and the number of working days a week is driven by the requirement of the operations and cannot be changed based on one's preference whether during training or on the operations floor. If the situation so demands, you may sometimes be called upon to extend your normal work shift.
- 2. You may be required to work on national holidays, based on business and client requirements for which compensation would be provided as per company policy.
- 3. You are eligible for 1 Casual leave every month and 12 sick leaves in a calendar year and other leave facilities as per the rules of the company, as applicable from time to time. Refer annexure II in appointment letter for more details.
- 4. If you remain absent without a written intimation or sanctioned leave for a period of 3 days, it will be presumed that you are no longer interested in continuing your service with the company.
- 5. You will be on probation for a period of six months from your joining date and sick leaves shall be granted during the probation period. Absenteeism / Performance during this period will result in extension of probation period or termination of services. During probation if you choose to leave the services of the company, you will give the company a prior written notice of 15 days or compensation in lieu thereof. However, if the performance during the probation proves to be, in our opinion, unsatisfactory, then the company will have a right to terminate your employment by providing notice of 15 days or compensation in lieu thereof.



- 6. Following the probation period of six months, based on the satisfactory performance report from your supervisor, you will receive written confirmation of your full time employment with the company. However, if the performance during this period proves to be, in our opinion, unsatisfactory, then the company will have a right to either terminate your employment at any time without prior notice or extend the period of probation.
- 7. Upon confirmation as a full time employee, the notice period for resignation of employment by the company will be 30 days. If you choose to resign from the company, you will give the company a prior notice of 30 days or compensation in lieu thereof. The leave earned during the service period shall not be in any case adjusted against the notice period.
 - <u>Sub Clause (a):</u> Any employee serving notice period is not allowed to take leave unless otherwise sanctioned by the Company. If the leave is taken without prior intimation or which is unauthorized by the Company, loss of pay will be considered and levied for each day of leave taken and the notice period will be extended equally to the leaves taken without any consideration of compensation.
- 8. It is clearly understood that continuation of employment with the company, even after confirmation shall be strictly governed by performance criteria set by the company, in relation to the assigned job. If the performance is not found to be consistently satisfactory, the management shall be at liberty to terminate your employment by giving a notice of one month or compensation in lieu thereof. But in the event of any misconduct within or outside the organisation, the company will have the right to terminate your employment at any time without prior notice and will not be responsible for your misconduct outside the company.
- 9. Your appointment will be subject to satisfactory reference and background checks including verification of your application, education, and drug and employment history. If any of the information furnished by you, at any time, on the basis of which the contract of employment is entered with you, is found to be wrong or is concealed, this offer will stand invalidated and will be deemed to have been automatically cancelled which will result in immediate termination.
- 10. You will maintain utmost secrecy in connection with the matters of the company and shall not divulge any business or operating secrets of our company (**Refer Annexure III**) or disclose the compensation details of self or other or enquire on other compensation details to anyone else while in service or thereafter. (**Refer Annexure IV**)
- 11. Upon acceptance of your resignation or termination of your service by the company, you shall hand over charge to such person as may be nominated by the company with all documents, files, laptops, electronic goods, computer hardware, machines, data on the computer, Swipe and ID cards, diaries, notes, books, correspondence etc. or any property of the company held by you.
- 12. You will be responsible for the safe keeping of all properties of the Company that you may use of in your custody and return it in good condition either on your resignation or termination.
- 13. On resignation or termination, the Experience certificate will be provided only if 'No due certificate' is obtained from the following departments:
 - a) Immediate Supervisor/Team Lead
 - b) Accounts Department
 - c) HR Department



<u>Sub Clause (a):</u> During probation, if any employee resigns or terminated, company shall not provide experience certificate.

- 14. During the tenure of your service with the company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business / trade / work for any other person or company in any capacity including on part-time basis.
- 15. Company may from time to time transfer you from the post in which you are hereby engaged, to any other post in other departments or establishments of the company or Subsidiary/Associate Companies anywhere in India or abroad. On such transfer you will be governed by the policies existing/operating in the establishment to which you are posted.
- 16. You may be required to travel on business purpose, within India or abroad and the expenses if any will be borne by the company.
- 17. You may be required to maintain a salary account with the institution/Bank specified by the company.
- 18. You will immediately inform the company in writing whenever any change takes place in your residential address or any other personal data you have given to the company.
- 19. You will abide by the rules and regulations that are in force from time to time and the company reserves the right to vary or modify any or all the terms and conditions with or without prior notice, which shall be binding on you.
- 20. If you are appointed for the post of "Trainee Human Resource" and do not join duty inspite of having signed, the acknowledgements of the appointment order agreeing to the conditions in the appointment order. Your joining will be treated as absence. As per the terms and conditions in the appointment order you are liable to pay Rs. 13,500 being 1 month CTC by way of damages/compensation to the Company. Due to your acknowledgement of the appointment order the post will be kept vacant, on the hope that you will be joining duty. So the Company will be put to loss for which you will be liable to compensate the Company.

For Vagus Technologies Pvt. Ltd..,

Shanm	uga	Priya	.S
Senior	HR	Mana	ger

ACKNOWLEDGEMENT I agree to accept employment on the Terms & Conditions as mentioned in the	above letter.
Name	
Date	Signature



Annexure I

PARTICULARS		MONTH	YEAR
	CTC	13,500	1,62,000
	BASIC	6,813	81,756
	HRA	3,627	43,524
	CONVEYANCE	846	10,152
	TRIBAL AREA ALLOWANCE	200	2,400
CTC	LTA	605	7,260
	OTHER		-
	EPF EMPLOYER	1,016	12,192
	ESI 3.25%	393	4,716
	CTC	13,500	1,62,000
I ECC. EMDI OVED	EPF 12%	1,800	21,600
LESS: EMPLOYER CONTRIBUTION	ESI	-	-
GRO	SS SALARY	11,700	1,40,400
LESS: EMPLOYEE	EPF 12% EMPLOYEE	1,800	21,600
CONTRIBUTION	ESI 1.75% EMPLOYEE	-	-
	PT		2,500
TAX	TDS (AS PER INCOME TAX ACT)*	-	-
	ARREARS DEDUCTION		-
OTHER	SALARY ADVANCE DEDUCTION		-
	OTHERS DEDUCTION		-
TOTAL	DEDUCTION	1,800	24,100
	NET	9,900	1,16,300
*INCOME TAX (TDS) CAL	CULATED BASED ON BASIC DEDU TAX ACT.	JCTION AS	PER INCOME

*INCOME TAX (TDS) CALCULATED BASED ON BASIC DEDUCTION AS PER INCOME TAX ACT,
IT MAY REDUCE BASED ON YOUR INVESTMENT



Leave Policy – Annexure II

Casual Leave (CL):

A. <u>Objective:</u> To attend to personal exigencies arising out of unforeseen circumstances.

B. Eligibility:

- a) All Staff Members shall be eligible for 1-day CL per calendar Month.
- b) Subject to a person's eligibility for leave (by completing the probation period), for every month of service, one day of CL will be credited to Employee account in the beginning of the next Month.
- c) CL cannot be availed for less than half a day.
- d) CL cannot be combined with SL. If a Staff Member takes CL and thereafter falls ill requiring SL the entire period shall be converted into SL.
- e) All probationers (during probation period) are not eligible for 1-day CL every month.
- f) Service for half-a-month (15 days) or above will be deemed as one month for this purpose.
- g) If any employee takes "CL" before or after of any public holidays or Weekend (Saturdays & Sundays), then public holidays or Weekend (Saturdays & Sundays) will not be counted as CL.
- h) If any employees take "Leave" before or after of any public holidays or Weekend (Saturdays & Sundays), then public holidays or Weekend (Saturdays & Sundays) will also be counted as LOP (Loss of Pay).

C. Accumulation:

- a) CL is cumulative up-to 12 days for the Calendar year.
- b) CL is en-cashable in the year end (Calendar year).

D. Administration:

- a) Staff Members must obtain with prior notice & sanction before proceeding on CL. When this is not possible, they shall as soon as practicable, informs their Team Lead/Manager/Unit Head of their inability to attend duty, giving reasons thereof and should obtain approval on Mail immediately on resuming duty. The Leave Approval mail has to be submitted with HR Generalist Team within 3 business days.
- b) If there is no approval, then it is considered as absent from work (LOP Loss-of-pay) and the CL for that month also gets cancelled.

Sick Leave (SL):

A. Objective: To provide rest during recovery of staff members from sickness

B. Eligibility:

- a) All Staff Members shall be eligible for 1-day SL per calendar Month.
- b) For every month of service, one day of SL will be credited to employee account in the beginning of the next Month.
- c) SL can be availed for a minimum of 1 day to max of 12 days in a calendar year.
- d) Service for half-a-month (15 days) or above will be deemed as one month for this purpose.
- e) SL cannot be availed for less than a day.



f) SL for more than 2 days must be supported by certificate from Registered Medical Practitioner.

Note: The SL will be added only by every month. It can't be availed as at a stretch 12 days in the year start.

C. Accumulation:

- a) Accumulation of eligible SL is permissible up to 1 calendar year.
- b) SL which is accumulated can be availed only after approval by the Unit Head.
- c) Holidays & weekly off occurring during the period of SL shall not be counted as part of the leave.
- d) SL is not cashable.

D. Administration:

- a. Staff Members absenting from duty on account of sickness must immediately inform to appropriate manner to their immediate superior i.e. Team Lead/Manager/Unit Head. Immediately on resuming duty, the staff member must submit the leave approval mail to the HR Generalist Team within 3 business days.
- b. SL is a contingency leave and can be availed only when a Staff Member is disabled due to illness from performing his/her day today duties due to illness.
- c. SL should not be treated as substitute for CL.
- d. Accumulated SL shall be granted only in emergency cases.
- e. The Company reserves the right to obtain a second medical opinion in respect of a Staff Member who is absenting without proper reasons.

Earned Leave (EL)

A. <u>Objective:</u> To encourage employees to avail leave in a planned and systematic manner to spend sometime with Family.

B. Eligibility:

- a. Staff can avail EL in the current Calendar year, only if he/she has worked for two-hundred-and-forty and more days in the preceding Calendar year.
- b. Subject to a person's eligibility for EL is by having satisfied the requirement of two-hundred-and-forty days (240 days) of work in the preceding year, for every month of service, one day of EL will be credited to his/her account in the beginning of the next year.
- c. Staff Members cannot accumulate more than 36 days. If accumulated Leaves extend beyond 36, it will not be counted for any purpose.
- d. EL cannot be availed for less than one day. No possibilities of Half Days.
- e. EL cannot be combined with CL.
- f. Service for half-a-month (15 days) or above will be deemed as one month for this purpose.

C. Accumulation:

- a. EL is cumulative up to 36 days.
- b. Un-availed EL up to 36 days is cashable at the time of resignation. This encashment will be done from the employee Basic Salary.

D. Administration:

- a. Staff Members must obtain prior sanction before proceeding on EL.
- b. More than 2 days of EL Should be planned and get prior approval from Team Lead/Team Manager/



Unit Head.

c. Grant of EL shall be subject to exigencies of business and the discretion of the leave sanctioning authority. If there is no approval, then it is considered as absence from work (LOP).

Note: Every un-informed or unapproved leaves will be considered as double LOP. (Even you have balance CL/SL/EL)

Marriage Leave

A. Eligibility:

- a. Staff Members shall be eligible for marriage leave once they completed probation period with the organization
- b. Staff Members shall be eligible for 7 days (Business days) of marriage leave
- c. Service for half-a-month (15 days) or above will be deemed as one month for this purpose.
- d. Marriage leave cannot be combined with SL.
- e. Marriage leave should be availed only in consequent days continuously.

B. Accumulation:

- a. Marriage leave is non-cumulative.
- b. Marriage leave can be availed only after approval by the Concern TL/Manager followed by HR Manager through Emails.
- c. Marriage leave is not cashable.
- d. Holidays and weekly off days occurring during the period of Marriage leave shall not be counted as part of marriage leave.

C. Administration:

- a. Staff Members must obtain prior sanction before proceeding on Marriage leave.
- b. If there is no approval, then it is considered as absence from work (LOP).

Maternity Leave

A. Eligibility:

- a. Staff Members shall be eligible for maternity leave if they have completed probation period with the organization.
- b. Staff Members shall be eligible for 6 months of maternity leave (3 months Paid leave + 3 months' unpaid leave)
- c. During the Maternity leave the employee shall not be eligible for any other leaves and other benefits from the organisation.
- d. Maternity leave is eligible for first 2 child birth of the child.
- e. Service for half-a-month (15 days) or above will be deemed as one month for this purpose.

B. Accumulation:

- a. Maternity leave is non-cumulative.
- b. Maternity leave can be availed only after approval by the Concern TL/Manager/Unit head followed by HR Manager through Emails.
- c. Maternity leave is not cashable.



d. Holidays and weekly off days occurring during the period of Maternity leave shall be counted as part of the leave.

C. Administration:

- a. Staff Members must obtain prior sanction before proceeding on Marriage leave.
- b. If there is no approval, then it is considered as absence from work (LOP).

Paternity Leave

A. Eligibility:

- a. Staff Members shall be eligible for Paternity leave if they completed probation period with the organization.
- b. Staff Members shall be eligible for 5 days (Business days) of Paternity leave
- c. Paternity leave is eligible for first 2 child birth which can be taken at any time after the date of delivery of his child but not later than 45 days from date of birth of the child.
- d. Employee will not be entitled for third paternity leave.
- e. Service for half-a-month (15 days) or above will be deemed as one month for this purpose.
- f. Paternity leave cannot be combined with SL.

B. Accumulation:

- a. Paternity leave can be availed only after approval by the Concern TL/Manager/Unit head followed by HR Manager through Emails.
- b. Paternity leave is not cashable.
- c. Holidays and weekly off days occurring during the period of Child birth shall not be counted as part of the paternity leave.

C. Administration:

- a. Staff Members must obtain prior sanction before proceeding on Paternity leave.
- b. If there is no approval, then it is considered as absence from work (LOP).

Medical Leave

- a. In case of any medical emergencies if employee admitted in hospital they can avail between 3 days to 15 days (Hospital admissions days only) as a medical leave.
- b. In any chance if it crossed 15 days, then without prior notice the management is having every rights to refer any staff to the medical board constituted by the Government.
- c. Based on scenario, they can avail unpaid leave up to 3 months. To avail unpaid leave we have to submit all medical documents with the organization.
- d. Medical leave can be availed only after approval by the Concern TL/Manager/Unit head followed by HR Manager through Emails.

Bereavement Leave (BL)

- a. In case of death of a close relation (Immediate Blood Relations) like father, mother, husband, wife, brother, sister this can be availed. It is 3 business days of paid leave.
- b. Bereavement leave can be availed only after approval by the Concern TL/Manager/Unit head followed by HR Manager through Emails.



Annexure – III (Non-Disclosure Agreement)

- 1. Non-Competition and Non-Solicitation
- 1.1 Non-Competition. You agree that during this NDA period of years following the termination of the Employee's employment or two (2) years following the Term Date or the Termination Date of this NDA, whichever is later, you shall not directly or indirectly, on behalf of any individual or entity, be employed by any Company client, vendor, broker, end-client, end-user or any entity introduced to the Employee's obligations under this NDA. You further agree not to solicit, accept or divert any employment, business, and computer consulting contracts or make any contacts with any client, vendor, end-client, and end-user or otherwise take away from the Company any business the Company had or was actively soliciting during the period. This paragraph shall survive the termination or expiration of this NDA.
- **1.2 Non-Solicitation.** You agree that during the NDA with the Company, you will not directly or indirectly solicit the employment, consulting or other services of any other employee of the Company, or a client, end-client or end-user of the Company, or of an entity at which the Employee was placed or introduced as a result of his/her employment with the Company, or induce any such employees to leave such employment or to breach an employment NDA therewith.
 - You will during NDA with the Company shall not directly or indirectly in any capacity induce or allow or attempt to induce or allow any Company employee, consultant, contractor or other party to terminate his or her employment or contractual relationship with the Company. You agree that, you shall not solicit, divert or accept any contractual or business relationship with any former, present or future landlord, employee, consultant, client, end-client, end-user, customer, vendor, broker or contractor of the Company or any entity which either directly or indirectly provided any business to the Company. This paragraph shall survive the termination or expiration of this NDA.
- **1.3** Remedies. In the event of a breach of Article 1.01 and/or 1.02, You agree that the Company will be irreparably harmed entitling the Company to injunctive relief, in addition to any monetary damages. You consent to the entry of an injunction in the event of a breach of this provision prohibiting a continued breach.
- **1.4** <u>Damages</u>. You agree if you breached Article 1.01 and/or 1.02, You shall pay any and all damages as per the policies of the company and under law.
- 2. Confidentiality
- **2.1** <u>Information Concerning this NDA</u>. You agree that you shall not disclose any of the terms or provisions of this NDA to third parties without the prior written consent of the Company.
- 2.2 Confidential and Proprietary Information. You agree that all confidential and proprietary information learned during the NDA, whether or not in writing, of the Company, the Company's vendors or the Company's clients is secret and shall not be disclosed. Confidential and proprietary information shall mean but is not limited to, any information relating to and including trade programs, client lists, client contacts and requirements, referral lists, consultant lists, employee lists, vendors, suppliers, business information, strategic plans, business dealings, ideas, processes, designs, discoveries, inventions, improvements, concepts, methods, common procedures, techniques, written material, know how not generally known in the trader industry, company records, protocols, programs and other similar information that is part of the Company. You agree that all confidential and proprietary information is the property of the Company or the Company's clients, end-clients, end-users or vendors. The Employee agrees that the Employee's obligation to treat all confidential and



proprietary information as secret shall survive the termination of the Employee's employment at the Company. In the event of your termination from the Company, you shall return within twenty-four (24) hours of your termination any and all confidential and proprietary information in your possession, custody or control.

2.3 <u>Remedies.</u> In the event of a breach of Article 2.01 and/or 2.02 you agree that the Company will be irreparably harmed entitling the Company to injunctive relief, in addition to any monetary damages and you consents to the entry of an injunction prohibiting a continued breach.

3. Ownership of Intellectual Property

- 3.1 Assignment of Intellectual Property. You agree that you will promptly make full written disclosure to the Company and any entity you provide services for, directly or indirectly, under this NDA (collectively referred in this Article as "Company") and hold in trust for the sole right and benefit of the Company, and hereby assigns to the Company, or its designee, all of your right, title and interest throughout the world in and to any and all inventions, original works of authorship, developments, concepts, know-how, improvements or trade secrets, whether or not patentable or register able under copyright or similar laws, which you may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice during the NDA that (A) relate at the time of conception or development to the actual or demonstrably proposed business or research and development activities of the Company, (B) result from or elate to any work performed for the Company, whether or not during normal business hours, or (C) are developed through the use of Confidential Information (collectively referred to as "Inventions"). You further acknowledges that all inventions, original works of authorship, developments, concepts, know-how, improvements or trade secrets which are made by you, solely or jointly with others, within the scope of and during the period of NDA with the Company are "works made for hire" (to the greatest extent permitted by applicable law) and may be compensated according to the NDA, unless regulated otherwise by law.
- 3.2 Patent and Copyright Rights. You agree to assist the Company, or its designee, at the Company's expense, in every way to secure the Company's rights in the Inventions and any copyrights thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments, recordations, and all other instruments which the Company shall deem necessary in order to apply for, obtain, maintain and transfer such rights and in order to assign and convey to the Company, its successors, assigns and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copyrights, patents, mask work rights, or other intellectual property rights relating thereto you further agree that your obligation to execute or cause to be executed, when it is in your power to do so, any such instrument or papers shall continue after the termination of this NDA until the expiration of the last such intellectual property right to expire in any country of the world. If the Company is unable because of your mental or physical incapacity or unavailability for any other reason to secure your signature to apply for or to pursue any application in any India or United States or foreign patents or copyright registrations governing Inventions or original works of authorship assigned to the Company, You then hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on your behalf and stead to execute and file any such applications and to do all other lawfully permitted acts to further the application for, prosecution, issuance, maintenance or transfer of letters patent or copyright registrations thereon with the same legal force and effect as if originally executed by you. You hereby waive and irrevocably quit claims to the Company any and all claims, of any nature whatsoever, which you now or hereafter has for infringement of any and all proprietary rights assigned to the Company.

4. Miscellaneous

4.1 Governing Law. This NDA has been executed and delivered in and shall be interpreted, construed and enforced pursuant to and in accordance with the laws of India, without effect through conflicts of law.



- **4.2** <u>Assignment.</u> No Assignment of this NDA or the rights and obligations hereunder shall be valid without the prior written consent of the Company.
- **4.3** Waiver of Breach. The waiver by either party of a breach or a violation of any provision of this NDA shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provision hereof.
- **4.4** Attorney's Fees & Costs. In the event of any action arising from or related to this NDA, you shall be liable and pay to the Company the reasonable lawyer's fees and costs incurred by the Company in connection with such litigation if a court determines that the Employee has breached this NDA.
- **4.5** <u>Waiver</u>. You and the Company waive any and all rights they may have to a trial by court of law against the other for any and all actions arising out of or related to this NDA and the Employment including but not limited to claims for NDA Discrimination under the India Law against Discrimination and Indian discrimination laws.
- **4.6 Personal Jurisdiction.** Any and all actions arising out of or related to this NDA and your relationship between Company and Employee shall be filed in the state of Tamil Nadu and venue in the District of Tiruchirappalli, India. The Employee agrees that Employee understands that Employee will be required to defend and litigate any action arising from or related to this NDA and Employee's employment on his own cost.
- **4.7 Severability.** In the event any provision or any part thereof of this NDA is held to be unenforceable for any reason, such determination shall not affect the remainder of the provision or this NDA, which shall remain in full force and effect and enforceable in accordance with its terms. In the event of the invalidity of a provision or any part thereof, the parties hereto hereby agree to accept a provision that reflects as closely as possible the intention of the invalid provision that does not offend any law. Furthermore, if there is any change in applicable law such that this NDA is otherwise interpreted as violating applicable laws, rules or regulations, the parties will restructure this NDA so that this NDA is in compliance with existing laws and to the extent possible, the restructure NDA will reflect the same substantive terms as this NDA.
- **4.8** <u>Amendments and NDA Execution</u>. No amendment or modification of this NDA shall be binding unless it is in writing signed by the parties hereto.
- **4.9** <u>Headings</u>. All headings set forth in this NDA are intended for convenience only and shall not control or affect the meaning, construction or effect of this NDA.
- **4.10 Effective Date.** This NDA shall be effective at the time it is signed by all parties.
- **4.11 <u>Deduction from Compensation</u>**. Employee authorizes Company to deduct from any and all compensation and/or monies due to Employee from Company, any and all damage amounts as provided for herein for any breach of this NDA as allowed by law and any and all allowable relocation expenses and advances.
- **4.12** <u>Training.</u> You may submit to Company a request for funds to pay for attendance at seminars, conferences or other similar training or for training material which you believe would enhance your ability to perform Work for Company. Company shall consider each request individually and any approval of Company funding shall be binding only if approved in writing by Company in advance of such seminars, conferences or training.
- **4.13** Reimbursement of Expenses. Company, in its sole discretion, shall reimburse you for ordinary and necessary actual expenses incurred by you in the performance of Work. In order to receive an approved reimbursement, you shall present, at the end of each month, an itemized accounting of all actual expenses incurred in such month, along with supporting receipts, vouchers and any other information evidencing such expenses that Company may request.



Annexure – IV

Salary Non-Disclosure Clause

It is understood that the salary for every individual will vary depending on their skill, experience & previous salary (in case of experienced professionals). Hence your salary is unique based on your profile, cadre & your interview performance. We expect you not to disclose your salary with any other coemployee or any person inside or outside (directly or in-directly associated with our group of companies) the organization.

If it's found that you have disclosed your salary with any other co-employee or any person inside or outside the organization, it will be considered as a breach of trust, you will be held responsible for any outcomes the organization faces such as disruption between employees or if any employee temporarily or permanently leaves the company by citing different reasons because of your action.

You should understand that the company invests certain sum of both monetary and non-monetary investment during the employee's tenure. Some of the expenses are Interview expenditure (Human capital), Training Cost (Pre-Offer, Post-Offer, Process training), Equipment depreciation, Electricity Usage, Salary & Incentive and other admin expense.

By signing this Non-Disclosure agreement, you agree that if any employee leaves / resigns for any reason because of your action in disclosing the salary, you agree in taking care of all the cost that the company has spent on such employee during his tenure.

Offer Date 01-Jul-2022

Mr. Amirtharaj P S/o Peter 3.95,R C Koil Street, Rajagopalaperi, Veerakeralamputhur Tirunelveli-627861 Tamil Nadu,India

Dear Amirtharaj P,

Further to the interview we had with you, we take the pleasure of extending an offer to you in our Company as "Trainee – Direct Client IT Recruiter" with a CTC of Rs.12,500/per month (Rupees Twelve Thousand Five Hundred only) for the first Four months. From Fifth month onwards you will be paid a CTC of Rs.15,000/per month (Rupees Fifteen Thousand only). Based on your performance you will be subjected to an appraisal on a yearly basis.

All other terms and conditions will be part of your Appointment Letter.

We look forward to your joining duly with us on 04-Jul-2022 (Monday) at our Trichy Office. Your reporting time will be 6.30 PM (IST).

Please note that this offer will automatically stand withdrawn if you fail to report on or before **07-Jul-2022 (Thursday)** or if you fail to provide the documents mentioned below.

When you are reporting, you are advised to bring all originals along with one photocopy of the following documents for verification.

- 1. School leaving certificate for proof of date of birth.
- 2. Degree certificates / course completion certificates.
- 3. Address proof (AADHAAR is mandatory).
- 4. Relieving order/Experience certificate
- 5. 6 Color photos
- 6. Pan Card

In the event of your not joining duty as contemplated as above said, the Company will not be in a position to appoint anyone else for the post. So the post will be lying vacant. The Company will be put to loss and the said loss will be recovered from you on the said condition you are being appointed.

Best wishes,

For Vagus Technologies Pvt. Ltd.,

Human Resources Department

Please acknowledge this email as your acceptance with Vagus Technologies Pvt. Ltd. as "Trainee - Direct Client IT Recruiter"



Ref: UPS/CHE/HRD/22-23

05/09/2022

To,

Mr. Rohindh Kumar 12/77,North Street,Idinthakarai Tirunelveli

Dear Mr. Rohindh Kumar

Subject: Provisional Offer Letter

We thank you for exploring opportunities with **UPSPL**. We are pleased to offer you the Position of **HR Trainee - Talent Acquisition at UPSPL**. Your date of joining will be on or before **05/09/2022**. A detailed letter of appointment will be given to you on the day of joining. Your Monthly Gross Salary **Rs.17000/-.,**

This amount is inclusive of statutory benefits and applicable taxes to be deducted at source by the Company. You will be on probation for Six months from the date of joining. Your performance will be reviewed at the end of your probation period. Management reserves the right to extend or terminate employment at the end of your probation period if it is not satisfied with your performance.

This offer and your employment with UPSPL are contingent on your satisfactory completion of all verification and background/ reference checks, which may occur at any time prior to / after your effective joining date. If the background check reveals unfavorable results, you will be liable to disciplinary action including termination of service without notice.

At the time of joining, photocopy of the following documents should be submitted. Please produce the original copies, which would be returned after verification.

Photocopy of all educational proof, Aadhar Card, Five passport size photos Relieving letter from your previous employer and Pay slip of last three months from the previous employer.

Please sign and return to us the duplicate copy of this letter as token of your acceptance. Please note that this offer stands cancelled if there is any delay in the date of joining without intimation or approval from UPSPL. Please feel free to get back to us for further queries / clarifications.

With best wishes and looking forward to a long and mutually beneficial association.

Yours Sincerely,

For UPSPL Integrated Services Private Limited

Authorized Signature



July 20, 2022

Re: Offer Letter

Dear Ms. Ascentia Dorathy,

We thank you for expressing your interest in joining us. Further to the discussions we have had, we are delighted to offer you an appointment in our company as an Office Manager with effect from August 1, 2022 at an annual fixed Cost to Company (Econ One Research) of INR 3,60,000 (three lakh sixty thousand Indian rupees).

The terms and conditions of the offer and details of compensation are as follows:

Your annual fixed compensation would be INR 3,60,000. Annexure 1 gives the details of the same and its monthly break-up.

The above offer is subject to the following terms and conditions:

- 1. The offer of appointment is subject to your submitting copies of all your scholastic / academic and extracurricular attachments along with proof of your age. The records / documents that need to be submitted at the time of joining are given overleaf. (Please note that as a standard organization procedure we carry out background verification checks for those who join us.)
- 2. You will abide by the Business Conduct Guidelines of the company in letter and spirit.
- 3. Your base location on joining will be Chennai.
- 4. As part of your assignment you may be required to undertake travel for short / long duration within India and/or abroad.
- 5. You will be on probation for a period of six months from the date of joining the services of our company. Confirmation and permanent placement are contingent upon your successful completion of the probation.
- 6. During the probation period, the employment may be ceased by either party giving to the other a notice of 21 days in writing without assigning any reason. After completing the

probation period, the employment may be ceased by either party giving to the other a notice of 45 days without assigning any reason thereof.

- 7. You will not without written permission of the Management carry on any other business or activity, or be employed by any other firm or person. You will devote your whole time and attention in discharging your duties with a high standard of initiative, efficiency, and economy.
- 8. You shall not, either during or after your employment with us, either by word of mouth or otherwise, divulge proprietary information, particulars or details of the operating processes and organizational matters that you may come across, pertaining to our company or those of our clients, to anybody except in connection with the discharge of duties assigned to you.
- 9. You will not enter into any commitments or dealing on behalf of the company for which you have no express authority, nor alter or be a party to any alteration of any principle or policy of the company, or exceed the authority vested in you without prior sanction of the company.

Kindly sign a duplicate copy of this letter to acknowledge your acceptance of the position and the above terms and conditions.

We welcome you to our organization as a valuable member of the team and also wish you a long and prosperous career in our company.

Regards,

John Ramirez

Director

Econ One Research India Pvt. Ltd.

Accepted by,

Name

Date

List of records / documents to be submitted on date of joining:

- 1. Copies of all certificates starting from Under Graduation
- 2. Last three months' salary slips, if applicable
- 3. Ration card / Driver's License copy for address proof
- 4. Passport / Aadhar / Voter ID copy for identity proof
- 5. PAN card copy

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6. Two passport size photographs

Annexure 1

Salary Breakup for Ascentia Dorathy

FY 2022-23

	Monthly	Annual
Basic Salary	15,000	1,80,000
HRA	7,500	90,000
Special Allowance	7500	90,000

Allowances

Telephone Reimbursement

Conveyance Reimbursement

Meal Coupons

Gift Coupons

Total	30,000	3,60,000
		3,60,000
	Total	Total 30,000

Note:

- 1. Income tax exemption can be claimed under the heads Housing Rent Allowance, Children Education Allowance, Medical Reimbursement, and Leave Travel Allowance as per the Income Tax Rules.
- 2. Some of allowances/reimbursements are tax exempted only if original bills are produced. In absence, net of tax, as applicable, would be disbursed.





OFFER LETTER

30-Sep-2022 Mr./ Ms. J E R W I N W I L L F R E D C,

Dear JERWINWILLFREDC,

With reference to your application and the subsequent interview you had with Alten Calsoft Labs India. We have great pleasure in offering you an employment under the following terms and conditions:

TERMS AND CONDITIONS OF APPOINTMENT

1. Employment Details:

a) Designation : Trainee - HR
b) Base Location : Chennai
c) Work Location : Chennai
d) Date of Joining : 05-Oct-2022

2. Salary:

Your annual salary will be INR 2,40,000/- (Two Lakhs Forty Thousand only) and will be structured as per the attached Annexure 1- Compensation Structure and Benefits. Perquisites & Benefits:

- a) Company's PF contribution is 12% of basic or maximum 1800 per month whichever is lower.
- b) VPF contribution facilities is enabled for employees & the same can be opted during the onboarding formalities to increase employee PF contribution only.
- c) You will be eligible for Gratuity under the Payment of Gratuity Act, 1972.
- d) You will be covered under Personal Accident Insurance for a sum insured of 1 year's Annual CTC or INR 10 lakhs whichever is higher.
- e) You will be covered under Group Health Insurance for a sum of INR 5 lakhs.
- f) You will be covered under Group Term Life insurance as per the below terms
 - i. 1 Time of Annual CTC (or) INR 10 lakhs whichever is higher for Employees aged less than or equal to 39 Years.
 - ii. 2 Times of Annual CTC (or) INR 15 lakhs whichever is higher for Employees aged above or equal to 40 Years.
- g) The Company's leave policies shall apply to your employment and may be modified by the Company at any time at its absolute discretion.







3. Employment Conditions:

This offer letter and your employment with the Company are subject to.

- a) Satisfactory results of a complete background and reference check carried out by the Company.
- b) You signing of Employment Agreement, Non-Disclosure & Non-Compete Agreement and the annexures annexed herewith. Please note that in the event it is found that you have not complied with these conditions, your employment can be terminated forthwith by the Company without any notice period or compensation and without any reasons thereof.
- c) You will initially be on probation for a period of six months from the date of joining. If your services are either not confirmed or not terminated on completion of the initial period of probation, the probationary period will stand automatically extended till the date of issue of an order of confirmation or termination, as the case may be.
- d) In the event of you deciding to resign from service of the Company during your probation period, you shall provide two months prior notice to the Company or salary in lieu of such notice or if the Company is terminating your employment then Company shall give two months notice or Salary in lieu of such Notice.
- e) You acknowledge and agree that Company is entitled to depute you in any of its Client's Offices in India or Abroad, temporarily or permanently, with prior intimation to you. And you agree and acknowledge that you may be assigned, transferred or deputed to any of the establishments of the Company or its associated entities and your service will be subject to interdepartmental or inter-establishment transfers, temporarily or permanently.
- f) You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you. All particulars furnished by you vide your Application are taken to be true and correct. In case any of these particulars turn out to be false or incorrect on verification, the Company may at its absolute discretion elect to terminate or suspend your services without any notice or assigning any reason thereof.

4. Termination of Permanent Service

- a) The Company reserves the right to terminate your services at any time after giving you an opportunity to explain or improve performance. On being not satisfied with explanation/improvement in performance, the Company may terminate your services with one month notice or on payment of one month's salary in lieu thereof. If however, the termination is on disciplinary grounds the notice period (or payment) will be for 15 days only.
- b) You will automatically retire from service of the Company on attaining the age of 60 years.
- c) If the Company terminates your employment for any failure or negative remark in background check, misconduct or breach of the Company's code of conduct or other disciplinary grounds then (i) the Company's obligations under this Letter shall immediately cease, and (ii) you shall not be entitled to receive any payment due from the Company, and the Company shall have no obligation to pay, compensation attributable to such termination.







5. Resignation

- a) In the event of you deciding to resign from the services of Company, you will have to give two months prior written notice to the Company.
- b) In the event you fail to serve out the notice period specified herein, the Company shall be entitled to approach any Court of competent jurisdiction to recover all costs, damages, losses and expenses incurred by the Company as a result of your failure to serve out the notice period.
- c) On or before the date of relieving you shall completely be signed off from all projects or works assigned till date and you shall support to the Company in all the relieving process as stated by the Company.
- d) The date of relieving from the Company will be at the sole discretion of the Company.

6. Other Conditions

- a) The Company expects you to work with a high standard of initiative, efficiency and economy.
- b) You warrant that you have not entered into any agreement or arrangement or engaged in any service which may be in conflict with the terms and conditions of your employment with the Company or which would preclude you from fully performing your job responsibilities for the Company; and you will devote your entire time to the work of the Company and will not directly/ indirectly undertake any business or work for any company or entity or person other than Alten Calsoft Labs India.
- c) You will be responsible for the safekeeping and return in good condition and order all the property of the Company which is in your possession, use, custody or charge. You shall make good of any loss or damage that occurs to any Company property which is in your possession/ custody.
- d) You will abide by all the provisions of law that are applicable or will be made applicable to the employees of the Company.
- e) You shall not disclose your remuneration details with any other employee/s of the Company.
- f) You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall belong to the Company absolutely.
- g) Upon the termination of your services for any reason, you shall immediately cease to use the Company's marks and/ or intellectual property rights vested in any manner whatsoever. You shall keep confidential all information and material provided to you by the Company and will execute a Non-disclosure & Non-Compete Agreement and an Employment Agreement with the Company in the prescribed format.
- h) You will not at any time hereafter, without the consent in writing of the Company or except under any legal process, divulge or make public any matters relating to the Company's transactions or dealings, which are of a confidential character.
- i) You will be true and faithful to the Company in all your accounts, dealings and transactions relating to the business of the Company and if called upon, shall render a true and just account thereof to the Company or to such persons as shall be authorized to receive the same.
- j) You agree to indemnify the Company for any losses or damages sustained by the Company which is caused by you or related to your breach of any of the provisions or obligations set out in this letter.







You will have to bring with you the originals (For Verification) and Compulsorily 2 photocopies of your below testimonials.

- a) Relieving letters and experience letters from all previous employers
- b) Offer letter of immediate previous company and last 3 pay slips.
- c) All academic certificate and mark lists (Including X,XII)
- d) Aadhaar Card
- e) PAN Card
- f) 4 Photograph in case NO HDFC account Else 2 Photograph
- g) Copy of PF passbook of previous establishment if applicable

You are required to join duty at our office located at 1st & 2nd Floor, ESPEE IT Park, Plot No. 5, Jawaharlal Nehru Road, Ekkaduthangal, Chennai - 600032 on or before **05-Oct-2022**, failing which this offer will stand withdrawn.

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If this offer of employment is acceptable to you as per Terms and Conditions mentioned above, you are requested to return the duplicate copy of the offer duly signed by you on all pages including the Annexure 1, 2, as a token of your acceptance within 3 working days from the date of offer release, failing which it will be presumed that you are not interested in this offer and the offer will stand withdrawn.

Please note, by signing this letter, you confirm with the Company that you are under no contractual or other legal obligations that would prohibit you from taking this position or performing your duties with the Company.

We welcome you to Alten Calsoft Labs (India) Pvt. Ltd and look forward to your contribution for mutual growth. In the meantime please do not hesitate to reach us at **offersupport@acldigital.com**, should you have any queries or concerns you would like to discuss.

Yours faithfully,

For ALTEN CALSOFT LABS (INDIA) PVT. LTD

Chandra Sekhar Mohapatra Director – Talent Acquisition

I accept the above terms and conditions of Employment.

(Signature and Date)





Annexure 1 Compensation Structure and Benefits

CTC Break- Up				
Components	Per month(In Rupees)	Per Annum(In Rupees)		
Fixed Components				
Basic	15,000	1,80,000		
HRA	1,039	12,468		
Statutory Bonus	889	10,668		
Special allowance	0	0		
Gross salary- A	16,928	2,03,136		
Retirals Benefits:				
PF(contribution by the company)	1,800	21,600		
Gratuity (4.81% of the basic salary)	722	8,664		
Retirals-B	2,522	30,264		
ESI (Contribution by the company)-C	550	6,600		
Fixed CTC (A+B+C)	20,000	2,40,000		
Variable Component				
Performance Linked incentive*		-		
Cost To Company (Fixed + Variable)		2,40,000		

Flexible Benefit Plan

FBP is a tax saving Benefit plan designed for Employees to save their Tax. Whatever amount opted for, will be Deducted from Special allowance and apportioned towards FBP. This Selection can be done post onboarding.

FBP Eligibility Table (Amount in INR Per Annum)		
Components/ Bands	Band B	
Communication Reimbursement	Up to 24,000	
Leave Travel Allowance	Up to 24,000	
Meal Coupons	Maximum up to 26,400 and Minimum up to 13,200	
Car Fuel & Maintenance Reimbursement	Up to 21,600 (<=1600cc) and Up to 28,800 (>1600cc)	
Chauffeur Expense Reimbursement	Up to 10,800	
Child Education Allowance	Up to 2,400 (for 02 children)	







Annexure 2 DECLARATION

I hereby represents and warrants, and undertakes, affirms and agrees that as of the Date of Joining with Alten Calsoft Labs India Pvt Ltd, I will have terminated my employment with all my previous employers

- a) I have not entered into any agreement or arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer hereunder.
- b) I am in good standing and that I has full capacity and authority to accept this offer letter, Non-Disclosure Agreement and Employment Agreement and to perform its obligations hereunder according to the terms hereof.
- c) Neither the acceptance of this offer letter nor the execution and delivery of the agreement contemplated hereunder, or the fulfillment of or compliance with the terms and conditions thereof, conflict with or result in a breach of or a default under any of the terms, conditions or provisions of any legal restriction (including, without limitation, any judgment, order, injunction, decree or ruling of any court or governmental authority, or any federal, state, local or other law, statute, rule or regulation) or any covenant or agreement or instrument to which I a party, or by which I am bound, nor does such execution, delivery, consummation or compliance violate or result in the violation any documents;

(Signature and Date)





Date: 09/08/2022

Ms W.Ligory D/O L.Willson No.4Amain Road Nedunkollal Thiruvidai Maruthur (Tk) Thanjavur 612 503,

Trainee ID: N157721

Dear W.Ligory

NEEM Trainee Contract Letter

We are pleased to engage you as NEEM Trainee subject to the following terms and conditions:

- 1. The period of training shall be Twenty Four months with start date 09/08/2022 and end date 08/08/2024.
- 2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman / employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational [National Employability Enhancement Mission (NEEM)] Regulations 2017.
- 3. You shall be given on the job training with **India Japan Lighting Pvt Ltd**. for the above mentioned period. You will be imparted training in shifts according to normal hours of work of the establishment to which you are attached for training.
- 4. During the tenure of your training, you shall abide by the rules and regulations from time to time as intimated to you by us and / or the Establishment wherein you will undergo on the job training including but not limited to all matters of conduct, discipline and safety and carry out all lawful orders of the establishment.
- 5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
- As NEEM Trainee you shall maintain a record of your Training during the period of the NEEM TRAINING in the proforma given by TVS Educational Society.
- 7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).



- 8. Either party may terminate this contract by Issuing 30 Days' Notice in writing or payment thereof.
- 9. The Contract of Training can be terminated without compensation payment to you:
 - a. If you secure gainful employment (on production of copy of the appointment letter); and
 - b. If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/surgeon attached to any Government Hospital).
- 10. During the period of Training, you shall be entitled to a Consolidated Stipend of Rs.14791/- per month. You hereby authorize TVS Educational Society to make all payment required to be made to you either by way of cheque or by directly crediting the amount to your bank account.
- 11. You will not be entitled to any other emoluments or payments during the period of training.
- Continuance of payment of stipend shall depend on your satisfactory performance during the training period.
- 13. TVS Educational Society will formulate a "Training Program" for training the NEEM Trainees and shall make suitable arrangements for facilitating the same.
- 14. The Stipend for a particular month shall be paid on or before 10th of the following month.
- 15. Any disagreement or dispute between TVS Educational Society and the NEEM Trainee arising out of the terms and conditions of this Contract or incidental or ancillary thereto, shall be referred to and Governed by the provisions of the terms laid under the All India Council for Technical Education [National Employability Enhancement Mission (NEEM)] Regulations 2017.

ENDORSEMENT

I hereby confirm the acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by TVS Educational Society or any guarantee of employment. Also, I confirm that I am accepting this contract letter after understanding the clauses mentioned above and it will be conclusive proof of my acceptance to this letter.

For TVS Educational Society

Authorised Signatory

valok. 9. V

Accepted and Agreed

Signature & Date (W.Ligory)



Offer Letter

Ref:TR/OL/05092022/01 September 05th, 2022

Dear Henna Maharias

Welcome to Thinroot!

It was a pleasure meeting you to explore a career opportunity with Thinroot Software Private Limited based on our discussions. We are pleased to offer you the position of "Associate - Human Resource , Level 1" with our organization. And, the gross compensation (CTC) will be INR 1,80,000 /- (Rupees One Lakh Eighty Thousand Only) per annum.

We, at Thinroot Software Private Limited believe that our people along with customers are our greatest assets. We hire the most talented individuals, and this has been the key to our success.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct. We look forward to you joining us at our **Bangalore office** on **September 05, 2022**. The reporting time is 9:00 am.

We are confident that you will find Thinroot Software Private Limited an exciting place to work and that you will contribute in making Thinroot Software Private Limited a truly world class organization.

Sincerely,

For Thinroot Software Private Ltd,

Rajalingam Rajendran

Vice President- HR & Operations

Enclosures:

Annexure A: Terms and Conditions

Annexure B: Joining Documents



Annexure A - Terms and Conditions

General:

- 1. You can work from office or remotely and make sure the appropriate timesheet is maintained regularly for 9 Work Hours: All Employees will follow a work duration of 45 Hours per week from Monday to Friday and make sure the appropriate time-sheet is maintained regularly.
- 2. You will devote your whole time and attention to Thinroot's business during your employment and at any point of time during your service shall not engage in any activity with any other external party/agency that competes directly or indirectly with the business of Thinroot.
- 3. Your appointment will be subject to satisfactory reference checks.
- 4. Thinroot is an Organization with an international presence. We expect our people to observe appropriate decorum in matters of dress and conduct. Our work culture promotes professionalism, camaraderie, and strong work ethics and we expect you to adhere to the same.
- 5. From the date of your joining Thinroot, you will be covered by all the company's rules and regulations then in force and as may be amended from time to time.

Probation:

6. You will be on probation for a period of Six (6) months from the date of joining. On successful completion of the three month probation period and based on your performance, as determined by the Company during the above period, your services with the Company will be confirmed in writing. The Company reserves the right to extend your probation for a further period of 3months.

Termination:

- 7. In the event of your separation during your probation period, you may terminate the appointment by giving three months (90 days)notice.
- 8. In the event of termination due to lack of performance or on account of disciplinary grounds during the Probation/Confirmation period, the company may terminate the appointment without any notice.
- 9. Thinroot reserves the right to terminate your services without prior notice and without terminal benefits if any information furnished by you is found to be fraudulent or misleading. This clause covers all information or documents given by you at any point in your association with Thinroot including the job application and pre-employment stages.



Retirement:

10. Your age of retirement from the service will be on completion of 60 years. Your actual date of retirement will be the last working date of the calendar month in which your 60th Birthday falls.

Confidentiality Clauses:

- 1. As long as you are in the employment of the Company we require you to, at all times, observe secrecy and confidentiality in respect of any technical trade, or business data or any other information that might come to your knowledge or possession. All information is necessarily confidential and forms valuable property of the Company, you will not at any time disclose or divulge any information to any external party even after you have ceased to be in the service of the Company.
- 2. Your employment with Thinroot will automatically assign the Company the right, title, and interest in any invention or improvement that you have made individually or jointly in the course of your service relating to any products/services marketed.
- 3. You will not perform any acts or execute any documents, which, in the judgment of the Company, may hinder the Company's patent protection and any/all rights relating to inventions or improvements.
- 4. For a period of one year after resignation/termination of your employment, you will not directly or indirectly solicit or accept business or employment from a Thinroot client solicited or serviced by you during your Thinrootemployment.
- 5. For a period of one year after resignation/termination of your employment, you will not offer employment to or employ directly, or indirectly (as employees, contractors, consultants, etc.) any employees, consultant, subcontractor, or other agent of Thinroot.
- 6. You agree not to directly or indirectly use or disclose confidential information for the benefit of anyone other than Thinroot either during or after your employment with Thinroot.
- 7. You also agree that during your employment with Thinroot you will not plan, organize, or engage in any business involving the design, development, production, marketing, sale or services which compete with the services/products of Thinroot or conspire with others to do so.
- 8. You will be required to sign an employee Non-Disclosure Agreement on your date of joining.



Annexure B - Joining Documents

Kindly submit photocopies of the following documents, along with the originals for verification on the day of joining. Please note that the originals will be returned immediately to you the same day.

- 1. Appointment letter from your last employer;
- 2. Release letters and Experience certificates from all previous employers;
- 3. Latest Salary slip from your last employer;
- Proof of date of birth (birth certificate, school-leaving certificate or passport);
- 5. All degree certificates andmark-sheets;
- 6. Passport copy.
- 7. Pan card
- 8. Voter ID or Driving License fromGovernment.
- 9. 2-color passport size photographs.

At any time during your employment with the Company, if there are any changes in your personal details, you are required to communicate the same to the Human Resources-Manager.

Kindly return the copy of this letter duly signed, as a token of your acceptance on the date of joining.

With best wishes,

Regards,

For Thinroot Software Private Ltd,

Rajalingam Rajendran Vice President- HR & Operations

I hereby accept this offer letter for the above job position and agree to comply with the above terms and conditions and will join work on.....

Ms. Henna Maharias

Date:



CODA TECHNOLOGY SOLUTIONS PVT LTD

New No: 37, Old No: 16, Brindavan Street Extension, West Mambalam, Chennai - 600033. Tel: 044 45552411Fax: 044 4552411 Email: info@codasol.com Web: www.codasol.com

13th October 2022

Ms. Kavitha E D/o. Mr. Eswaran No. 22/10, Nachimuthu Pudur 1st Cross Street, Dharapuram Tiruppur –Dist -638656

Subject: Offer Letter

Dear Kavitha.

With reference to your application and the interview you had with us, we are pleased to induct you as "Management Trainee" in our organization on the following terms and conditions.

You shall report for duty on 17th October, 2022 which will be your effective joining date in our organization.

We trust that your motivation, knowledge, skills and strong work ethics will be among our most valuable assets. We welcome you to the CODASOL family and look forward to a fruitful collaboration.

The Employee has agreed to the terms and conditions outlined here below.

- 1. The said Ms. Kavitha is hereby offered the position of "Management Trainee" in the company.
- 2. Your Monthly CTC is Rs. 17,142 /- (Seventeen Thousand One hundred and Forty Two only) where the salary breakup was already discussed with you as a part of interview process. As per the statutory compliance deduction are applicable.
- 3. You will be on a contract period of 11 months from the date of your joining which will come to an automatic end on the completion of the stipulated period. Based on your performance during the probationary period, the probationary period shall be liable for extension or even dispensed with during the initial or extended period of your tenure, purely at the discretion of the management without stating any reasons.

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CODA TECHNOLOGY SOLUTIONS PVT LTD

New No: 37, Old No: 16, Brindavan Street Extension, West Mambalam, Chennai - 600033. Tel: 044 45552411Fax: 044 4552411 Email: info@codasol.com Web: www.codasol.com

- 4. This offer is subject to verification. If the details mentioned in your application form is found false or incorrect, then the said offer shall be terminated without any notice.
- 5. You will devote your whole time to the work of the management and will not undertake any other direct/ indirect business or work, honorary or remunerator, except with the written permission of the Management.
- 6. You will not give to anyone, by word of mouth or otherwise, or details of our projects, technical know-how or administrative and or organizational matters, whether of confidential or secret nature that may become known to you for being associated with our company as Employee.
- 7. You may be liable to be posted/transferred to any unit/branch, shift, and section/department of the establishment as existing at the time of transfer.
- 8. If you are resigned during your contract period, you have to serve the notice period of 45 days.
- 9. The company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to the associate. The company can terminate your employment any time if you-
 - Commit any material or persistent breach of any of the provisions contained.
 - Be guilty of any default, misconduct or neglect in the discharge of your duties affecting the business of the company.
- 10. During the Employment period if your progress and interest during will not be found satisfactory, the employment period shall be liable to be extended or even dispensed with during the initial or extended period of employment, purely at the discretion of the Management without stating any reasons.
- 11. This offer is further subject to verification of the particulars given by you on your application form. In case any particular/ particulars mentioned by you in the application are found false or incorrect, this employment shall be terminating without any notice.
- 12. As per the role demands, you should be associated with the business targets and fulfil it through coordinating with teams. Also, during the employment you should adhere with your roles & responsibilities combined with the KPI. If any business requirements elevated, you should be ready to accept new roles & responsibilities along the existing one.

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CODA TECHNOLOGY SOLUTIONS PVT LTD

New No: 37, Old No: 16, Brindavan Street Extension, West Mambalam, Chennai - 600033. Tel: 044 45552411Fax: 044 4552411

Email: info@codasol.com Web: www.codasol.com

- 13. Salary will not be paid, in case of absence with "LOSS OF PAY", either due to denial of leave by the Management or due to non-availability of leave to your credit.
- 14. Prompt and regular attendance is an essential condition of this appointment. Chronic Late Attendance and/or Absence Without prior permission in writing or any unauthorized absence from place of work will be considered "misconduct" and will attract disciplinary action.
- 15. Not with standing any clause of this letter of offer, the Management reserves the right of terminating your appointment without assigning any reason and without notice during the employment period.

With best wishes, For Coda Technology Solutions Private Limited,

VIKRAM BABU

Group HR - Manager

I accept the terms and conditions mentioned above. The original of this letter is in my possession.

Name: **Signature of Employee:**

0man Saudi Arabia www.codasol.com India



Zifo Technologies Private Limited - SEZ Unit 2nd Floor, Block 8, DLF SEZ IT Park 1/124, Mount Poonamallee Road Manapakkam, Chennai - 600 089, INDIA

APPOINTMENT LETTER

Maria Varsha Thomas

AL-2509

5/228/ Poondimatha Street, N.Panjampatti (PO), Dindigul- 624303, Tamil Nadu

Dear Maria Varsha Thomas,

Congratulations!

We are extremely pleased to offer you the job of **HR Business Partner** in Zifo RnD Solutions (legal entity Zifo Technologies Private Limited – SEZ unit on the following terms and conditions.

Probation

You will be on probation for a period of **12 months** or such extended period as may be decided by the company based on your performance, which is at the discretion of the company.

Salary

Your salary during probation will be Rs. 4,76,700 CTC (Rupees Four Lakhs Seventy Six Thousand and Seven Hundred Only) payable at the end of each year. Your compensation includes Medical, Insurance and Gratuity component.

Insurance Coverage

For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

Leaves

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave on **16 days** in your first year, as part of your earned leave component. You can apply for your leaves through our intranet portal ZiConnect.



REF: CARE/HR/ 2022-23/CGI//04

Date: 25-08-2022

To

Ms. Yasini. S, No. 205, A block, II Floor, Vignesh Gardens, Melachinthamani, Trichy - 620002.

Dear Ms. Yasini. S,

Sub: Offer of appointment for the post of HR Executive- regarding.

Greetings and wishes from CARE Group of Institutions

With reference to the above we are pleased to appoint you as **HR Executive** in **CARE Group** of **Institutions**, situated at No.27, Thayanur, Trichy- 620 009., subject to the following terms and conditions:

- 1. You will be paid Consolidated Pay of Rs. 14,000/- per month, with effect from the date of joining the duty.
- 2. You will be on probation for a period of Three Months from the date of joining and during your probation period you will be terminated from your services without assigning any reasons if you are found not suitable for the appointment. You will be confirmed or otherwise for permanent appointment in accordance with the rules and regulations in force on the satisfactory completion of your probation period.
- 3. You will be under the functional control of the CEO.
- 4. You will have to work under the supervision and guidance of the CEO. Your main duties and responsibilities are as follows:
 - a) The Institution's Dress Code must be followed without fail.
 - b) To develop and maintain cordial relationship, good communication with colleagues, subordinates and superiors.
 - c) To co-ordinate and work with full co-operation with other departments, ensuring excellent working atmosphere.
 - d) To oversee to the effect of maintaining all round discipline inside Institution.
 - e) To strictly adhere to and abide by all applicable statutory rules and regulations which are in force and as may be amended from time to time CARE Group of Institutions.
- 5. You should be found medically fit by the Medical Officer referred by CARE Group of Institutions.





- You will be entitled to leave facilities as per the rules that may be prescribed by CARE
 Group of Institutions in this regard from time to time.
- You will be a full time employee of CARE Group of Institutions and you shall not either directly or indirectly work or do any consultancy or engaged in any such services for other organizations.
- You shall be liable to serve in any Position, Department as you may be assigned from time to time by your superiors.
- 9. You shall not, at any time, during your employment or thereafter, disclose any details, confidential information of the institution to any person.
- 10. You will have to produce the following documents in Original at the time of joining duty.
 - (a) All certificates for acquiring the qualification.
 - (b) Service cum salary certificate from previous employment.
 - (c) Photocopy of proof of date of birth, ID proof and address proof.
 - (d) Passport size photographs
- 11. When you wish to withdraw from this position, one-month notice to be served.
- 12. This order is effect from the date of issue and you are requested to report for duty on or before 25-08-2022.

If the above terms and conditions are acceptable to you, in token of your acceptance of position in our Institution please sign and return the copy of this offer of appointment.

Thanking you,

For CARE Group of Institutions

B. Prative Chend

Chief Executive Officer

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment & I undertake to keep information on my compensation and benefits confidential.

Signature with date

(Yasini. S)















Manufacturing & export of Home Furnishing, Made-ups & Furnishing Fabrics

SA8000: 2008, OEKO TEX - 100, GOTS CERTIFIED COMPANY

Letter of Appointment

Date: 29.07.2022

To,

Mr. PRABHU S. No.49/50, Karuppur East Street, Karuppur PO, Mayanoor Via, Karur - 639108, Tamilnadu. Mob:91 9655947995.

Dear Mr. PRABHU S.

Sub: Letter of Appointment-Reg.

We are Happy to appoint you as "ASSISTANT HR" in our organization. You can join the duty on 01/08/2022. Your appointment in the above said post is subjected to the following terms:

- 1. The Salary will be Rs.11,000/-P.Month (Rupees Thirty Thousand Only.)
- 2. First Three months would be a probation period.
- Accommodation and conveyance has to be arranged at your cost.
- Expected to work for minimum 3-4 years.
- 5. Your employment with us will be governed by the Terms & Conditions as detailed in Annexure - A.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

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

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,

For AARTHI/A1 HOME TRENDS PRIVATE LIMITED.,

AUTHORIZED SIGNATORY.

No.9D/14, Ramakrishnapuram, 50 Feet Road, KARUR - 639 001.

Tamilnadu.

INDIA.

GSTIN: 33AAQCA3737P1Z4

Off: 91-4324-230260

Mob: 91-90470 36856

E-mail: saminathan@aarthial.com



Dear Ms. Iswarya P R,

Welcome aboard!!, I trust that this letter mutually excites you too on being in the team. There is always a lot to learn on a new job, it's not only about the work but also about the organisation's Culture and its Values.

I'm sure that you will be a great addition to our Bank and it's amazing to have such a young talented new member, together as a team I do look forward to your contribution in taking the Bank to new heights.

South Indian Bank has adopted 9 well defined core values, which shall say who we are as an organisation and what makes us distinctive. The Bank expects all its employees to possess and portray these values across all geographies, verticals and functions and thereby aligning yourself to focus on the Vision & Mission of the Organisation.

To envision this, we have adopted nine core values critical to our long-term vision: Sensitivity, Resilience, Ownership, Integrity, Passion, Digital, Boundarylessness, Quality and Speed.

The core values continue to be constant. It shall serve as a guiding light to our action, decisions and behaviour. It shall benchmark us on how we interact with each other and educate clients and potential customers on what the organisation is about. Our success is grounded in the unwavering commitment to these core values.

So friends, I am delighted to assign you the 'CATALYSTs' Employee Value Card, which advocates our value statement and core values.

CATALYSTs of growth and change, you will be frontrunners who form the face of the Bank.

We also have CHAMPIONs & EXEMPLARs value cards. I urge each and every one of you to carry the value card with you at all times, and stay focused on living the core values.

Congratulations once again on being part of our growing and dynamic team. Wishing you Good Luck and a bright future ahead.

Anto George T SGM-HR & Admin

"Coming together is a beginning, staying together is progress, and working together is success"



DEPT: HUMAN RESOURCES

HRD:TAT:TA:1046:2022-23

DATE: 15.10.2022

MS. ISWARYA P R D/o RAJAVELU P DOOR NO 8/32, 2ND EAST STREET, MAHALAKSHMI NAGAR OLD PALPANNAI TIRUCHIRAPALLI, TAMIL NADU PIN-620008



Dear Ms. Iswarya P R,

Appointment in the Bank as Probationary Clerk

In continuation to the Offer Letter HRD:TAT:TRG:1219:2022-23 dated 30.09.2022, we are glad to offer you appointment in the Bank as Probationary Clerk.

Your Initial place of posting will be at the below mentioned office:

THE SOUTH INDIAN BANK LTD.
BRANCH: COIMBATORE-TRICHY ROAD
D NO. 1084, TRICHY ROAD,
SUNGAM, COIMBATORE,
TAMIL NADU,
641018-

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. During the period of probation, you are expected to acquire sufficient knowledge and experience in Banking. In case the bank finds your services unsatisfactory, it reserves the right to extend your probation/terminate your service as its sole discretion. The probation period shall deemed to have been extended automatically, till a writtenorder specifically intimating the confirmation in the service is issued by the Bank.

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

H R DEPT

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

Yours sincerely,

(Anto George T.)

in Comme

Senior General Manager (HR & Admin)

Encl: Remuneration, Perquisites and other Terms & Conditions

1



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 - 1000/3 -

Monthly Salary (as per IBA)

Basic Pay	:	Rs.19,900/-
Special Allowance	:	16.4% of Basic Pay
Dearness Allowance (Quarterly varying)	:	36.82 % of Basic Pay, Special Allowance, Special Pay and Travel Allowance.
Special Pay	:	Rs. 1,250/-
Transport Allowance	:	Rs. 600/-

Monthly Allowance

Canteen Allowance	:	Rs.300/-	
Newspaper Allowance	:	Rs.350/-	
Conveyance	;	Rs.1800/-	
House Rent Allowance	:	10.25% of Basic Pay + Special Pay	

Half - Yearly Allowance

Closing Allowance	:	Rs.550/-	

Yearly Allowance

Tearry Anowance			
Medical Aid	:	Rs.2,355/-	

Other Benefits

- a) 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.
- b) Will be eligible for Performance Linked Incentive Scheme (PLIS) as applicable to Clerical cadre.
- c) Will be eligible for Free Personal Accident Insurance benefits up to ₹30,00,000/- and Medical Insurance up to ₹3,00,000/- per annum.
- d) 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. 14% of (B.P. + D.A. thereon) will be contributed by the Bank.
- e) 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.

H R DEPT.

The South Indian Bank Ltd., Regd. Office: Thrissur, Kerala



Other Terms and Conditions

a) You should be possessing the stipulated qualification/criteria for the selection process as cited below as on 31.03.2022:

Under Graduates	 Age: Not more than 22 years as on 31.03.2022. (i.e. born on or after 01.04.2000). 60% marks in X/SSLC, XII/HSC under regular course. Graduation in Arts/ Science/ Commerce Stream under regular course with 60% marks in first attempt.
Post Graduates	 Age: Not more than 24 years as on 31.03.2022. (i.e. born on or after 01.04.1998). 60% marks in X/SSLC, XII/HSC and Graduation under regular course. Post-graduation in Arts/ Science/ Commerce Stream under regular course with 60% marks in first attempt.

- 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 31.10.2022 failing which your appointment is liable to be terminated.
- c) It shall be distinctly understood that this offer for appointment is subject to your meeting the stipulated qualification/ criteria cited above, submission of original documents/ credentials, medical fitness, police verification and satisfactory background verification. The original Educational Mark lists & Certificates of Graduation and Post-Graduation (as applicable) will be returned to you normally on your completion of 3 years of active service in the Bank.
- d) You have to execute an agreement to the effect that you will serve the Bank for a minimum continuous period of 3 (three) years' active service from the date of your joining the bank. 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.
- 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.
- Bank at its discretion will carry out the background checks as per the policy of the bank.

The South Indian Bank Ltd., Regd. Office: Thrissur, Kerala



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 the appointment.

Signature

: P. R. Januarya : Coimbatore

Place

Date

: 29.10.2022





Date: July 18, 2022

Dear Mehanaz A

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 **PROCESS EXECUTIVE - AR** full time and your place of posting will be **Tiruchirappalli-III** with an Annual CTC Compensation of **Rs. 283,728.00** (**Rupees Two Lakh Eighty Three Thousand Seven Hundred Twenty Eight Only**). Your date of joining will be on or before **19 July 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 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 in 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.

Ebenazer Paul

Talent Acquisition

Encl. ANNEXURE





SARAH WHITE **ALFRED WHITE**

70037

VDart Technologies Private Limited

40, First Floor, 4th Cross, Raja Colony, Collector's Office Road, Trichy - 620 001 | Tamil Nadu, India.

www.vdart.com

VISION

To touch lives of all associated with us, to create success and wealth & enhance quality of life.

SARAH WHITE ALFRED WHITE

24, SBI Staff Colony, Crawford, Tiruchirappalli, Tamilnadu, 620012.

f found please return to:

VDart Technologies Private Limited 40, First Floor, 4th Cross, Raja Colony, Collector's Office Road, Trichy - 620 001 | Tamil Nadu, India.



TCR



Bharathraj M

Emp.No : 625759

Blood Group: O+

Production















R Rex Emmanuel

Emp.No

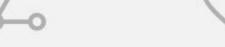
: 625764

Blood Group; B+

Production













Edit



Delete



More









KONGUNADU MATRIC HR.SEC.SCHOOL

Velagoundampatty, Namakkal - 637212 Phone: 9442188426 84899 36671

D.O.B 18.08.2002



B.G O+Ve

GOWSIK Teacher

Address:

3/1892, Akkamadam,
South Street,
PampanPalayam,
Ramanathapuram(Dt)-6235249.
Principal

Phone: 9080781889

Teaching Will Be My Soul





Name : Prasanth B

Emp ID : SP-947

Blood Group : A-ve

Authorized Signatory



- +91 9080163828
- mww.sambipharma.com
- info@sambipharma.com
- CORP: Plot No. 100, H.No. 7-66/2/PH/100, Prashanthi Hills, Gachibowli, Hyderabad - 500104.
- R&D CENTRE: Plot No. A28/1/8/B, Part-B, Sy.No. 124, Road No. 15, IP Nacharam, Hyderabad - 500076. Cell: 9848387000

US OFFICE:

SAMBI SCIENCES INC, #9 MAKEPEACE RD, WESTFORD, MA 01886.

Emergency Contact: +91 98853 93939



This Identity Card is Intended only for official use of the addresses and may contain information that is privileged, confidential and exempt from disclosure under applicable law, if anyone found this identity card, he/she is requested to return it to the above mentioned official address of the company, if anyone found mishandling it, then necessary legal actions could be taken by the authority.

aragen



Antony Jackson A ID No.: 21374