

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 written order 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.)  
Senior General Manager (HR & Admin)



Encl: Remuneration, Perquisites and other Terms & Conditions

## REMUNERATION, PERQUISITES AND OTHER TERMS & CONDITIONS

### Pay Scale (as per IBA)

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

### Monthly Salary (as per IBA)

|  |   |  |
|--|---|--|
| Basic Pay                              | : | Rs.19,900/-  |
| Special Allowance                      | : | 16.4% of Basic Pay   |
| Dearness Allowance (Quarterly varying) | : | 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/- |
|-------------|---|------------|

### 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.



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-mail: sibcorporate@sib.co.in, CIN: L65191KL 1929PLC001017, Toll Free (India) 1800-102-9408, 1800-425-1809 (BSNL)

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

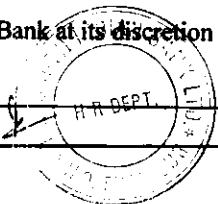
*N. J. J. J.*

### 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 | <ul style="list-style-type: none"> <li>• Age: Not more than 22 years as on 31.03.2022. (i.e. born on or after 01.04.2000).</li> <li>• 60% marks in X/SSLC, XII/HSC under regular course.</li> <li>• Graduation in Arts/ Science/ Commerce Stream under regular course with 60% marks in first attempt.</li> </ul>                     |
| Post Graduates  | <ul style="list-style-type: none"> <li>• Age: Not more than 24 years as on 31.03.2022. (i.e. born on or after 01.04.1998).</li> <li>• 60% marks in X/SSLC, XII/HSC and Graduation under regular course.</li> <li>• Post-graduation in Arts/ Science/ Commerce Stream under regular course with 60% marks in first attempt.</li> </ul> |

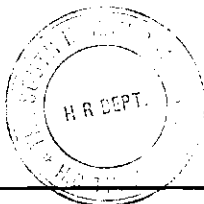
- b) Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **31.10.2022** failing which your appointment is liable to be terminated.
- c) It shall be distinctly understood that this offer for appointment is subject 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.



- 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 : N. Janthi  
Place : Coimbatore  
Date : 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. TamilNadu, 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.

**3. Leave**

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 may 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**

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<sup>th</sup>, 8<sup>th</sup> to 11<sup>th</sup> 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 and 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 Indian Arbitration and Conciliation Act 1996 by the sole arbitrator to be appointed 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 note 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.



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Kilpauk, Chennai - 600 010.  
Phone : +91 44 3959 3000 / 3959 3120 Fax : +91 44 3959 3000

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            |
| <b>Gross</b>           | <b>18728</b>     | <b>224736</b>    |
| <b>Annual Benefits</b> |                  |                  |
| Provident Fund         | 1498             | 17976            |
| ESI                    | 609              | 7308             |
| <b>Total CTC</b>       | <b>20835</b>     | <b>250020</b>    |

For SourceHOV India Pvt. Ltd.



**Mohan Babu K**  
Director – HR Business Partner | India

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SINCE 2004

**SHANKAR**  
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CSAT Batch: \_\_\_\_\_

Optional Batch: \_\_\_\_\_

Test Series: \_\_\_\_\_

Transfer \_\_\_\_\_

Valid Upto \_\_\_\_\_



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](http://www.dsmsoft.com)

Phone: +91 - 9381013517



August 24<sup>th</sup>, 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 24<sup>th</sup>, 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 is 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.  
**Sub Clause (a):** 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



**Sub Clause (a):** 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.,**

**Shanmuga Priya .S**  
**Senior HR Manager**

---

#### **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  | 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    |
|  | LTA                          | 605    | 7,260    |
|  | OTHER                        |        | -        |
|  | EPF EMPLOYER                 | 1,016  | 12,192   |
|  | ESI 3.25%                    | 393    | 4,716    |
|  | CTC                          | 13,500 | 1,62,000 |
| LESS: EMPLOYER CONTRIBUTION  | EPF 12%                      | 1,800  | 21,600   |
|  | ESI                          | -      | -        |
| GROSS SALARY   |                              | 11,700 | 1,40,400 |
| LESS: EMPLOYEE CONTRIBUTION  | EPF 12% EMPLOYEE             | 1,800  | 21,600   |
|  | ESI 1.75% EMPLOYEE           | -      | -        |
| TAX  | PT                           |        | 2,500    |
|  | TDS (AS PER INCOME TAX ACT)* | -      | -        |
| OTHER  | ARREARS DEDUCTION            |        | -        |
|  | SALARY ADVANCE DEDUCTION     |        | -        |
|  | OTHERS DEDUCTION             |        | -        |
| TOTAL DEDUCTION  |                              | 1,800  | 24,100   |
| NET  |                              | 9,900  | 1,16,300 |
| *INCOME TAX (TDS) CALCULATED BASED ON BASIC DEDUCTION AS PER INCOME TAX ACT,<br>IT MAY REDUCE BASED ON YOUR INVESTMENT |                              |        |          |



## **Leave Policy – Annexure II**

### **Casual Leave (CL):**

- A. **Objective:** 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. **Objective:** 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 by Company or any entity that Employee provided services for or through pursuant to 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 Damages.** 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 Information Concerning this NDA.** 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 Remedies.** 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 Assignment.** 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 Waiver.** 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 Amendments and NDA Execution.** No amendment or modification of this NDA shall be binding unless it is in writing signed by the parties hereto.
- 4.9 Headings.** 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 Deduction from Compensation.** 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 Training.** 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 co-employee 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**



# Vetrii IAS Study Circle

*The Best Academy for IAS & TNPSC Exams*

CHENNAI - SALEM - KOVAI - MADURAI

**TNPSC MATERIALS & UNIT TEST SERIES : 2022- 2023**

## PRELIMS CANDIDATE'S REPORT CARD

Name : A. DHANESHWAR

Mob. No. : 8144010405 Reg. No. : \_\_\_\_\_

Course : Group 1 (Prelims) Batch : Aug 22

Medium : English.

Signature



### INSTRUCTION TO STUDENTS:

- ~ Daily Class Test Will Be Conducted Online & Offline
- ~ Weekly unit Test (42 - 100 = 4200 QUS) + Mock Test (4 - 200 = 800 QUS)  
Totally 5000 questions ( 46 Tests) with discussion.
- ~ Students Should Come 5 Min Before the Beginning of Every Session
- ~ For Their Own Benefit, Students are strongly Recommended to maintain Consistent class attendance
- ~ Do Keep the Mobile Phone in Switch Off.
- ~ Please Bring Your ID card Daily With out Fail
- ~ Fees paid is not Re-fundable and Not transferable to anyone at any cost
- ~ Loss of the Report card will Account for fine
- ~ Any Quarries and feedback Send SMS to Our TNPSC Co-ordinator Mobile Number: 93848 48053

**VETRII IAS STUDY CIRCLE**



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



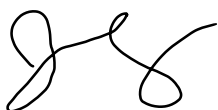
probation period, the employment may be ceased by either party giving to the other a notice of 45 days without assigning any reason thereof.

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



ECON ONE RESEARCH INDIA PRIVATE LIMITED REGD. ADD.: 1112, 11<sup>TH</sup> FLOOR, KAILASH BUILDING, 26, KG MARG, NEW DELHI-110001, PHONE #: +91-11-475-35009

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
6. Two passport size photographs



## Annexure 1

### Salary Breakup for Ascentia Dorathy

**FY 2022-23**

|                   | <b>Monthly</b> | <b>Annual</b> |
|-------------------|----------------|---------------|
| 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

|              |               |                 |
|--------------|---------------|-----------------|
| <b>Total</b> | <b>30,000</b> | <b>3,60,000</b> |
|--------------|---------------|-----------------|

|                           |                 |
|---------------------------|-----------------|
| Total Salary for the year | <b>3,60,000</b> |
|---------------------------|-----------------|

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. JERWIN WILLFRED C,**

**Dear JERWIN WILLFRED C,**

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.

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](mailto: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) |
| <b>Fixed Components</b>                    |                       |                      |
| Basic                                      | 15,000                | 1,80,000             |
| HRA  | 1,039                 | 12,468               |
| Statutory Bonus                            | 889                   | 10,668               |
| Special allowance                          | 0                     | 0                    |
| <b>Gross salary- A</b>                     | <b>16,928</b>         | <b>2,03,136</b>      |
| <b>Retirals Benefits:</b>                  |                       |                      |
| PF( contribution by the company)           | 1,800                 | 21,600               |
| Gratuity (4.81% of the basic salary)       | 722                   | 8,664                |
| <b>Retirals-B</b>                          | <b>2,522</b>          | <b>30,264</b>        |
| <b>ESI (Contribution by the company)-C</b> | <b>550</b>            | <b>6,600</b>         |
| <b>Fixed CTC (A+B+C)</b>                   | <b>20,000</b>         | <b>2,40,000</b>      |
| <b>Variable Component</b>                  |                       |                      |
| <b>Performance Linked incentive*</b>       |                       | -                    |
| <b>Cost To Company (Fixed + Variable)</b>  |                       | <b>2,40,000</b>      |

**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  |
| <b>Communication Reimbursement</b>              | Up to 24,000  |
| <b>Leave Travel Allowance</b>                   | Up to 24,000  |
| <b>Meal Coupons</b>                             | Maximum up to 26,400 and Minimum up to 13,200       |
| <b>Car Fuel &amp; Maintenance Reimbursement</b> | Up to 21,600 (<=1600cc ) and Up to 28,800 (>1600cc) |
| <b>Chauffeur Expense Reimbursement</b>          | Up to 10,800  |
| <b>Child Education Allowance</b>                | 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 Nedunkollai  
Thiruvudai 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.
6. As NEEM Trainee you shall maintain a record of your Training during the period of the NEEM TRAINING in the proforma given by TVS Educational Society.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

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.
12. 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

V.R. Subbarao

Authorised Signatory

Accepted and Agreed



Signature & Date  
( W.Ligory )

## Offer Letter

Ref:TR/OL/05092022/01

September 05<sup>th</sup>, 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

---

**THINROOT SOFTWARE PRIVATE LIMITED**

Salarpuria TouchStone Tech Park, Lower Ground Floor, Outer Ring Road, Bangalore, India

W: [www.thinroot.com](http://www.thinroot.com) | E: [hello@thinroot.com](mailto:hello@thinroot.com)



## **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 60<sup>th</sup> 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 Thinroot employment.
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;
4. Proof of date of birth (birth certificate, school-leaving certificate or passport);
5. All degree certificates and mark-sheets;
6. Passport copy.
7. Pan card
8. Voter ID or Driving License from Government.
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:

**13<sup>th</sup> October 2022**

**Ms. Kavitha E**  
**D/o. Mr. Eswaran**  
**No. 22/10, Nachimuthu Pudur**  
**1<sup>st</sup> 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 **17<sup>th</sup> 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.



"A Datapedia Revolution"

## CODA TECHNOLOGY SOLUTIONS PVT LTD

New No: 37, Old No: 16, Brindavan Street Extension, West Mambalam,  
Chennai - 600033. Tel: 044 45552411 Fax: 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.



"A Datapedia Revolution"

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Chennai - 600033. Tel: 044 45552411 Fax: 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:

# 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.

# CARE

## GROUP OF INSTITUTIONS

6. 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.
7. 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.
8. 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)



# aarthi

A1 HOME TRENDS PVT LTD.,



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.
3. Accommodation and conveyance has to be arranged at your cost.
4. 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.**

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 written order 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.)  
Senior General Manager (HR & Admin)



Encl: Remuneration, Perquisites and other Terms & Conditions

## REMUNERATION, PERQUISITES AND OTHER TERMS & CONDITIONS

### Pay Scale (as per IBA)

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

### Monthly Salary (as per IBA)

|  |   |  |
|--|---|--|
| Basic Pay                              | : | Rs.19,900/-  |
| Special Allowance                      | : | 16.4% of Basic Pay   |
| Dearness Allowance (Quarterly varying) | : | 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/- |
|-------------|---|------------|

### 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.



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-mail: sibcorporate@sib.co.in, CIN: L65191KL 1929PLC001017, Toll Free (India) 1800-102-9408, 1800-425-1809 (BSNL)

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

### 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 | <ul style="list-style-type: none"> <li>• Age: Not more than 22 years as on 31.03.2022. (i.e. born on or after 01.04.2000).</li> <li>• 60% marks in X/SSLC, XII/HSC under regular course.</li> <li>• Graduation in Arts/ Science/ Commerce Stream under regular course with 60% marks in first attempt.</li> </ul>                     |
| Post Graduates  | <ul style="list-style-type: none"> <li>• Age: Not more than 24 years as on 31.03.2022. (i.e. born on or after 01.04.1998).</li> <li>• 60% marks in X/SSLC, XII/HSC and Graduation under regular course.</li> <li>• Post-graduation in Arts/ Science/ Commerce Stream under regular course with 60% marks in first attempt.</li> </ul> |

- 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 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-mail: sibcorporate@sib.co.in, CIN: L65191KL 1929PLC001017, Toll Free (India) 1800-102-9408, 1800-425-1809 (BSNL)

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

- 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 : *P. R. [Signature]*  
Place : *Coimbatore*  
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**



# VDart



**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](http://www.vdart.com)



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## 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.

**If 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.

#myvdart #mycredo