

**23-Jul-2019**

Dear KEERTHANA V,

We are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT at Level - 1 of our Company.

Components	Components Rs. Per annum
Basic	81,000
Supplementary Allowance	99,000
Employer's Contribution to PF	21,600
Statutory Bonus	7,000
Gratuity	3,894
Flexible Compensation Pay	57,506
<b>Total Fixed Pay</b>	<b>270000.00</b>

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above-mentioned sources.

Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti- Bribery Law and the Anti-Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

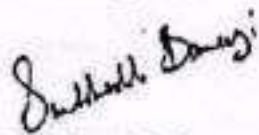
The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

You are required to submit the requisite documents & proofs of successful completion of your graduation course within 6 months of joining the organization.

We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,



**Subhashish  
Banerji Executive  
Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.**

*B. Kalpane*  
**PRINCIPAL**  
SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073



**GI RETAIL PRIVATE LIMITED**

Jan 23<sup>rd</sup>, 2019

To,

Keerthiga K

Sub: Letter of Offer

Dear Keerthiga K

Further to the interview you had with us, we are pleased to offer you the post of "Trainee" with our Organisation on the following terms and conditions:

- 1. Commencement of Employment** Your tentative joining date will be on or before July 5<sup>th</sup> 2019.
- 2. Remuneration** Your CTC is Rs.2,40,000(Two Lakhs Forty thousand only) per annum.
- 3. Probationary period** You will be on probation for a period of nine months. During this period, your performance Will be regularly reviewed. On your satisfactory completion of probationary period of employment your permanent absorption as regular employee of the company shall be considered by the management. The company reserves the right to extend the probation period suitably, at its discretion. During the probation period, your services are liable to be terminated by the company without assigning any reason and without any notice period. However, the probation period, you will be required to give two months' notice at the time of your resignation.
- 4. Leave and holidays** You are entitled to an annual holiday of 28 days, comprising of 10 public holidays and 18 Earned holidays, inclusive of casual and sick leave in each year. The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.
- 5. Termination of Employment** If you desire to leave employment of GI Retail Pvt Ltd, you agree to give at least 2 months written notice to GI Retail Pvt Ltd, should this agreement be terminated without cause by GI Retail Pvt Ltd, then you shall be afforded a 2 months' notice of said termination. During the probation period, your services are liable to be terminated by the company without assigning any reason and without any notice period. However, during the probation period, you will be required to give two months of notice.

**Malathi M**  
Senior Manager-Human Resource

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 075.

**Date: 14-Dec-18**

**Dear Keerthika,**

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakh Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,26,000/-** (Rupees Two Lakh Twenty-Six Thousand Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24,000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE**

JAYAKKAM, CHENNAI - 600 073.

We look forward to having you on board on between June to August'19.

As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to [campus.career@csscorp.com](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

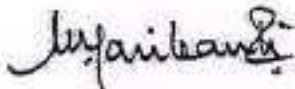
Accepted:

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**Date**

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited



**P R Manikantan**

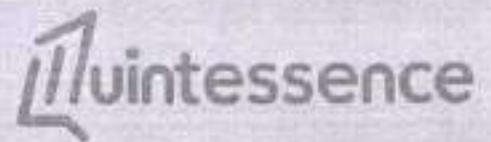
Senior Director, Campus and Institutional Alliances

**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GOWRIVAKKAM, CHENNAI - 600 073.

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Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000 , [www.csscorp.com](http://www.csscorp.com)



## OFFER LETTER

Dear Keerthika G

Congratulations

You have been provisionally selected for the post of Trainee Billing in our organisation. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

- Your total compensation package on a cost to company basis will be 1,56,000 INR (One lakhs fifty six thousand) per annum.
- Please find your compensation package enclosed in "Annexure 1" of this letter.
- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
- As a Trainee Billing, you will undergo one month of classroom training.
- The company reserves the right to confirm your employment at the end of the probation period. Confirmation of employment will be based on your performance during the training and the probation period.
- Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a successful career with long us and for our mutual growth.

We wish you all the best for your professional career ahead!

For Quintessence Business Solutions & Services pvt Ltd.,

S.Sujitha

GM- Human Resources

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI-600 073.

# ARMSOFTECH PRIVATE LIMITED

C-9, Thiru Vi Ka Industrial Estate, Guindy, Chennai - 600 032.  
CIN: U72900TN2017PTC115929

Date: 14/2/2019

**SUBJECT: OFFER LETTER**

Dear KEERTHIKA R.

Congratulations!

We are pleased to inform that you have successfully completed the interview process and been short-listed for an offer employment with ARMSOFTECH PRIVATE LIMITED.

Your offer is conditional by providing all the documents on time to the satisfaction of the company.

Position selected for	Process Associate
Work Location	Chennai
Proposed Date of Joining	08/07/2019
Salary (In CTC)	14,000/-

Kindly bring the following credentials on the date of joining.


1. Passport Size Photographs.
2. Self attested copy of Address Proof-2 copies (Aadhar card-Mandatory, Voter's ID, Ration card, Passport Driving License).
3. Copies of all educational certificates.

Note: If you don't have any marks sheet or certificate with you, you have to get a letter from your college.

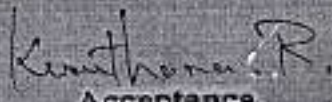
4. Family Members Date of Birth Details.
5. Self attested copy PAN Card.

Note:

1. Your appointment is subject to satisfactory reference checks and clearance from any secrecy/service agreements that you may have executed, which could have a bearing on your working with us.
2. Letter of offer can be withdrawn by the Company if the candidate not joined at promised date
3. You are required to sign this indent, if the above two clauses has been satisfied.
4. Letter of offer valid only for 6 Mar-19 from the date of issue.

  
FOR ARMSOFTECH PRIVATE LIMITED

  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 073.

  
Acceptance



LETTER OF EMPLOYMENT

10<sup>th</sup> December 2018

Mr. Kirithiga G  
Prince Shri Venkateshwara Arts and Science College, Chennai.

Dear Kirithiga,

With reference to your application and the subsequent discussions we had, we are pleased to offer you a **provisional appointment** in Netcon Technologies India Pvt. Ltd as

The following are the terms and conditions:

- 1.You will be paid a total remuneration of INR 2,85,000 (Rupees Five lakhs and Eighty-Five Thousand Only) per annum. All taxes and levies as applicable will be borne by you.
- 2.You will be on probation during the first 6 months of your joining the company. Your confirmation is subject to evaluation of your performance at the end of the probation period. During this period, you are eligible for 6 days of paid leave.
3. You are required to join the company on or before 11.07.2019. The detailed terms and conditions of your appointment shall be communicated to you on the date of joining. If you do not join on or before the above-mentioned date, this offer stands nullified unless the joining date is extended in writing by the company.
4. You will initially report to Ms. Senthil Vadivu Mahalingam, Director. Your reporting is subject to change at the discretion of the Company.
- 5>Your initial place of posting shall be at Coimbatore. However, you may be transferred or deputed to other locations anywhere in India and abroad at the discretion of the Company.
6. During the term of employment with Netcon, you will not represent, handle /otherwise undertake any other business activity. It is clearly understood that you will devote your full working time exclusively tent from Netcon management, delivering lectures or training programs either alone or in partnership outside of Netcon, or be directly or indirectly employed with any business, trade or profession whatsoever as a principal or agent or otherwise. Breach of this condition shall lead to termination of your services by the company without any notice or compensation.
7. This agreement may be terminated by providing a notice in writing. As per our current policy, the notice period is 1 month for employees on probation and 2 months for employees who have been time to time and you will be communicated of those changes in a timely manner. Retirement age at Netcon is 60 years completion as per official date of birth records.
8. Upon joining the company you are entering into confidentiality undertaking and upon termination of your employment, you will return to the company all papers & documents or other property which may be at that time be in your possession relating to business or affairs of the company or any of its associates or branches of their clients and will not retain any copies or extracts therefrom.

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073**

info@netcon.in

© Netcon Technologies India Private Limited.



Netcon Technologies India Pvt Ltd.  
No.2 (Old No.133) Kalbar Road, PNPalayam, Coimbatore, INDIA  
Phone: +91 422 2241013 E-Mail: info@netcon.in



9. Upon acceptance of this offer, you may send the following joining documents to Netcon Technologies India Pvt Ltd., No.523/3, Bush do Towers, Near Kurinji Hospital, Avinashi Road, Nava India, Coimbatore 641 028 on or before the date mentioned above:

- 4 Passport size colour photographs
- Proof of Academic & Technical qualification
- Certificates starting from 10<sup>th</sup> to the recent qualification along with their photocopies,
- Residence Address Proof
- ID Proof and PAN Card
- Appointment/Offer letter

Please sign a copy of this letter as a token of your acceptance of the terms and conditions contained in this offer of provisional appointment letter and return the same to us within 2 days of receipt.

We look forward to welcoming you to Netcon family.

we assure you an interesting and rewarding career with Netcon Technologies!

Yours sincerely,

For Netcon Technologies India Pvt Ltd

**Senthil Kumaran S**

Manager - HR & Admin

I agree and accept the employment on the terms and conditions mentioned in this letter. I consent that the details furnished, and documents submitted by me for employment with Netcon is subject to background verification and the company has rights to take appropriate action based on the outcome of the verification.

I shall join on: 10.06.2018

Signature & Date:

*Kivithiga. Ch*  
15-12-18

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 873**



Appointment Letter

Date:23/2/2019

To

KIRUTHIKA KARUPPASAMY,  
Department of Computer Applications, Prince Shri Venkateshwara Arts and Science College,  
Gowrivakkam, Chennai- 600073.

**Subject: Appointment letter for the position of Software Trainer.**

Dear Mam,

We are pleased to inform that you have been selected for the profile of "Software Trainer ".You are requested to join our organization and we are offering you a remuneration of Rs.1,80,000/-year You will be posted in our head office, Chennai.

You are requested to report in 21<sup>st</sup> June 2019.If you do not report undersigned on this date, the job offer shall stand automatically withdrawn.

Regards

For,  
VR Careerz

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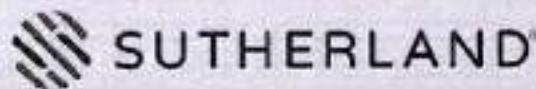
Dhanasekar Thotta,  
Founder-Director  
VR Careerz.

For any Clarifications, you may reach our support team at 8056512398/ 6379992340/8144333322 or email us to [hr@vrcareerz.com](mailto:hr@vrcareerz.com)

*Po. Kalpane*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073

#29, 1st Floor, 66, YesYes Arcade Complex, MTH Road, Ambattur O1, Chennai 600053

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



January 5, 2019

Dear Kiruthika K,

**Congratulations! We welcome you to the family of Sutherland!**

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before January 7, 2019** on the following terms and conditions.

Your place of posting will be initially at **Chennai**. However during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is **Rs.225,000.00** /- per annum (Rupees Two Lakhs Twenty Five Thousand Only), the details of which are given in the annexure of the appointment letter.

You shall report to **Jestin Joseph** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing. On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a continues process and if any discrepancy is observed during the course of background verification which is against the policies of the Company, we will take appropriate action including immediate cessation of your employment without any further liability to Company.

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIVAKKAM, CHENNAI-600 073**

Sutherland Global Services Private Ltd.  
Annexure

Name of the Employee: Kiruthika K  
Designation: Associate-CS Internet  
Date of Joining: January 7, 2019  
Level: 1

Components	Rs. Per month	Rs. Per annum
<b>FIXED PAY (A)</b>		
Basic Salary	5,234.00	62,812.00
House Rent Allowance	2,617.00	31,406.00
Bonus	1,907.00	22,879.00
Medical Reimbursement	1,250.00	15,000.00
Special Allowance	3,197.00	38,366.00
<b>SKILL BASED PAY (B)</b>		
Skill Based Pay	750.00	9,000.00
<b>Gross Salary (A + B)</b>	14,955.00	179,463.00
<b>PERFORMANCE INCENTIVE (C)</b>		
Performance Incentive	2,750.00	24,750.00
<b>STATUTORY BENEFITS AND INSURANCE (D)</b>		
Employer's Contribution to PF	1,481.00	17,767.00
Gratuity	252.00	3,020.00
<b>CTC ( A + B + C + D )</b>	18,750.00	225,000.00
Net Salary (Gross-PF-ESI)	13,363.00	160,350.00
Potential Earning (Net Salary + Performance Incentive)	16,113.00	185,100.00

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

Performance Incentive	<p>You will become eligible for PI, after completion of 2 calendar months from your start date at Sutherland. Your PI will be paid against achievement on the target/s set by the company, on a time to time basis. PI is processed and paid 60 days from the completion of the performance period.</p> <p><b>Example 1:</b> If DOJ on 1st of any Month, then PI eligibility would be from 3rd Month and paid along 5th Month Salary</p> <p><b>Example 2:</b> If DOJ is on 2nd onwards of any Month, then PI eligibility would be from 4th Month and paid along 6th Month Salary</p>
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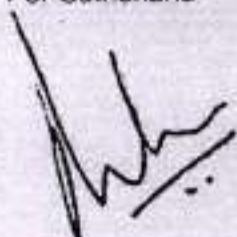
Gratuity	Gratuity amount shall accrue annually, and the eligibility will be only on completion of 5 years of continues service with Sutherland and payable at the time of Final Settlement of Accounts
Insurance Coverage	<p>Sum insured under Accident Insurance is Rs.500,000/-,</p> <p>Mediclaim is Rs.200,000.00/- for self only.</p> <p>Group term Life Insurance coverage of – Rs 500,000.00 for self only.</p>
ESI	If your ESI wage (Gross – Bonus) is less than or equal to 21000/- per month, an amount equivalent to 0.75% of your gross salary will be deducted towards ESI every month – For details you may contact your Program HR Executive

We at Sutherland have the privilege to have you with us and personally welcome and wish you a very successful career with us and reaffirm our complete confidence in your ability to find professional and personal satisfaction here. All who met you agree you will be a fine asset to the company.

Best wishes for a long, happy and rewarding career with us.

Sincerely,

For Sutherland



**Thendral Rajendran**

**Associate Vice President - Talent Acquisition**

I have read the contents of this letter and accept the offer of employment with the terms and conditions mentioned above and the enclosed annexures.

*B. Kalpana*  
**PRINCIPAL**  
 PRINCE SHRI VENKATESHWARA  
 ARTS AND SCIENCE COLLEGE  
 GOWRIVAKKAM, CHENNAI-600 073.

# Personiv an eClerx company

21st March 2019

1st Floor  
Tidel IT Park  
ELCOT SEZ

Dear Ms. KOKILA K

Congratulations! We are pleased to confirm that you have been selected to work for Personiv Private Limited. We are delighted to make you the following job offer.

The position we are offering you is that of System Administrator at a monthly salary of Rs.25,000/- with an annual cost to company Rs.3,00,000/-. This position reports to Senior System Admin, Mr. Sanjay. Your working hours will be from 08.30 AM to 5.15 PM.

We would like you to start work on June 2019. Please report to Senior System Admin, Mr. Sanjay, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 1<sup>st</sup> July 2019 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Personiv and look forward to working with you

Sincerely,



Mr. Sanjay  
Senior System Admin  
Personiv

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



**RP - Sanjiv Goenka  
Group**  
Growing Legacies



**Date:** February 16<sup>th</sup>,  
2019

**Sub: Offer of Employment**

Dear Kowsalya,

We are pleased to make you an offer of employment at First source Solutions Limited ("Company"), for the position of **CSA, H2** at the company's Chennai office.

The break-up of the salary offered is provided below.

COMPONENT	AMOUNT (Rs)
Basic	5,000.00
House Rent Allowance	2,500
Special Allowance	2,261
Statutory Bonus/ Incentive/ Ex-Gratia *	2,452
<b>GROSS SALARY</b>	<b>12,213</b>
PF (12% of Basic) - Co. Contribution	600
Gratuity(4.8% of Basic)*	240
ESI (3.25% of Gross) - Co. Contribution	461
<b>RETIRALS</b>	<b>1,301</b>
<b>Conduct Incentive p.m</b>	<b>2,465</b>
<b>SALARY (p.m.)</b>	<b>15,979</b>
<b>SALARY (p.a.)</b>	<b>191,748</b>

**A. Statutory Applicability and other Allowances:**

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

**B. Appointment Details:**

<b>Date of joining</b>	2 <sup>nd</sup> JULY 2019
<b>Time of joining</b>	1:00:00 PM

Statutory deductions & payments will be applicable in accordance with your eligibility under law. Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies.

You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

*B. Kalanani*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 075**

Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till July 20<sup>th</sup>, 2019 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one. Thanking You,

**For First source Solutions Limited**

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**Shahul Karim**  
**SVP - Human Resources**

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIVAKKAM, CHENNAI-600 073.**



Date: 16<sup>th</sup> of Dec '19  
Name: Kousalya R



**Sub: Letter of Offer**

Dear Kousalya R,

We are pleased to offer you the position of Customer Care Executive. You shall report for a comprehensive training program on May/June/July 2019 at 10:00 AM.

Your monthly CTC will be Rs 11,100/-. The details of your salary break up are provided to you in the annexure.

The offer is subject to:

- You submitting the degree certificate and all your mark sheets at the time of joining.
- A satisfactory reference from the list of referees furnished by you at the time of joining.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the company.
- Submission of satisfactory proofs regarding information declared by you, i.e., your age, educational qualification, previous work experience and relieving letter from your last employer etc.

You will be under training which will vary for a period from 2 to 3 weeks depending on the performance and the project that you would be assigned. Your continuity in the organization is subject to successful clearance of training evaluation.

You will be on probation for a period of 6 months and will be confirmed on rolls upon successful completion of the probation (The probation is inclusive of the training period).

We are looking forward to you building a successful career with ALLSEC.

Best Wishes,

For Allsec Technologies Limited,

Authorized Signatory  
Human Resources Department

*B. Kalpana*  
**PRINCIPAL**

PRINCIPAL SHRI VENKATESHWARA  
BOYS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073

**ALLSEC TECHNOLOGIES LTD.**

Regd. Office: 46-B, Velachery Rd, Nehru Nagar, Velachery, Chennai, Tamil Nadu 600042.

Tel: +9144,4299 7070 web: [www.allsectech.com](http://www.allsectech.com)

Corporate Identity Number : L72300TN1998PLC041033, Email : [contactus@allsectech.com](mailto:contactus@allsectech.com).

Ref/AS008/July/Chennai/VI

**OFFER LETTER-PRIVATE & CONFIDENTIAL**

July 16, 2019

M.Kowsalya,  
No.1, Rajendra Cholan Street,  
Chitlapakkam,  
Chennai – 600064.

Dear Kowsalya,

**Welcome to A S Soft Technologies Private Limited.**

It was a pleasure meeting you to explore a career opportunity with A S SOFT TECHNOLOGIES PRIVATE LIMITED. Based on our discussions, we are pleased to offer you the position of **Associate Consultant, in Band1 and Level 1** with our organization. The gross compensation will be **INR 280000/- (Rupees Two Lakhs Eighty Thousand Only)** per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

At **A S SOFT TECHNOLOGIES PRIVATE LIMITED** we believe we have a historic opportunity of building global world class company. We also believe we are very unique in several ways – our equal strengths in Applications, BPO and ITO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards empowerment; initiative; flawless execution and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for professionals like you who would partner the future growth of the organization. We are confident that with your skills, competencies and capabilities you would be a valuable addition to the team.

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 Chennai office on August 05, 2019.

Please keep your recruiter informed, in case of advancement in the joining date.

Please endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom on the right corner and return to the undersigned by either mailing it or handing it over to us.

Yours Sincerely,

For A S SOFT TECHNOLOGIES PRIVATE LIMITED.,

  
Anita Roselin  
Global Head-HRD



*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

**A S SOFT TECHNOLOGIES PRIVATE LIMITED**

Level 5, Prestige Palladium Bayan, 129-140 Greams Road, Chennai, Tamil Nadu 600006

+91 44 6620 5575

info@asoftware.net

www.asoftware.net

**Date:** February 16<sup>th</sup>,  
2019

**Sub: Offer of Employment**

Dear Kousalya,

We are pleased to make you an offer of employment at First source Solutions Limited ("Company"), for the position of **CSA, H2** at the company's Chennai office.

The break-up of the salary offered is provided below.

COMPONENT	AMOUNT (Rs)
Basic	5,000.00
House Rent Allowance	2,500
Special Allowance	2,261
Statutory Bonus/ Incentive/ Ex-Gratia *	2,452
<b>GROSS SALARY</b>	<b>12,213</b>
PF (12% of Basic) - Co. Contribution	600
Gratuity(4.8% of Basic)*	240
ESI (3.25% of Gross) - Co. Contribution	461
<b>RETIRALS</b>	<b>1,301</b>
<b>Conduct Incentive p.m</b>	<b>2,465</b>
<b>SALARY (p.m.)</b>	<b>15,979</b>
<b>SALARY (p.a.)</b>	<b>191,748</b>

**A. Statutory Applicability and other Allowances:**

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

**B. Appointment Details:**

<b>Date of joining</b>	2 <sup>nd</sup> JULY 2019
<b>Time of joining</b>	1:00:00 PM

Statutory deductions & payments will be applicable in accordance with your eligibility under law. Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies.

You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

*B. Kalpana*  
**PRINCIPAL**

PRINCIPAL SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073

Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till July 20<sup>th</sup>, 2019 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

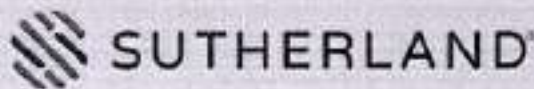
We hope that your association with the Company will be a long and fruitful one. Thanking You,

**For First source Solutions Limited**

.....  


**Shahul Karim**  
**SVP - Human Resources**

  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



January 5, 2019

Dear Krishna P S,

**Congratulations! We welcome you to the family of Sutherland!**

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before January 7, 2019** on the following terms and conditions.

Your place of posting will be initially at **Chennai**. However during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is **Rs.225,000.00** /- per annum (Rupees Two Lakhs Twenty Five Thousand Only), the details of which are given in the annexure of the appointment letter.

You shall report to **Jestin Joseph** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing. On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a continues process and if any discrepancy is observed during the course of background verification which is against the policies of the Company, we will take appropriate action including immediate cessation of your employment without any further liability to Company.

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the

*B. Kalpana*

**PRINCIPAL**

**\*KINCE SHRI VENKATESHWARA \*  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 07\***

Sutherland Global Services Private Ltd.  
Annexure

Name of the Employee: Krishna P S  
Designation: Associate-CS Internet  
Date of Joining: January 7, 2019  
Level: 1

Components	Rs. Per month	Rs. Per annum
<b>FIXED PAY (A)</b>		
Basic Salary	5,234.00	62,812.00
House Rent Allowance	2,617.00	31,406.00
Bonus	1,907.00	22,879.00
Medical Reimbursement	1,250.00	15,000.00
Special Allowance	3,197.00	38,366.00
<b>SKILL BASED PAY (B)</b>		
Skill Based Pay	750.00	9,000.00
<b>Gross Salary (A + B)</b>	14,955.00	179,463.00
<b>PERFORMANCE INCENTIVE (C)</b>		
Performance Incentive	2,750.00	24,750.00
<b>STATUTORY BENEFITS AND INSURANCE (D)</b>		
Employer's Contribution to PF	1,481.00	17,767.00
Gratuity	252.00	3,020.00
<b>CTC ( A + B + C + D )</b>	18,750.00	225,000.00
Net Salary (Gross-PF-ESI)	13,363.00	160,350.00
Potential Earning (Net Salary + Performance Incentive)	16,113.00	185,100.00

*B. Kalpana*  
**PRINCIPAL**

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

Performance Incentive	<p>You will become eligible for PI, after completion of 2 calendar months from your start date at Sutherland. Your PI will be paid against achievement on the target/s set by the company, on a time to time basis. PI is processed and paid 60 days from the completion of the performance period.</p> <p><b>Example 1:</b> If DOJ on 1st of any Month, then PI eligibility would be from 3rd Month and paid along 5th Month Salary</p> <p><b>Example 2:</b> If DOJ is on 2nd onwards of any Month, then PI eligibility would be from 4th Month and paid along 6th Month Salary</p>
-----------------------	--

Gratuity	Gratuity amount shall accrue annually, and the eligibility will be only on completion of 5 years of continues service with Sutherland and payable at the time of Final Settlement of Accounts
Insurance Coverage	<p>Sum insured under Accident Insurance is Rs.500,000/-,</p> <p>Mediclaim is Rs.200,000.00/- for self only.</p> <p>Group term Life Insurance coverage of - Rs 500,000.00 for self only.</p>
ESI	If your ESI wage (Gross – Bonus) is less than or equal to 21000/- per month, an amount equivalent to 0.75% of your gross salary will be deducted towards ESI every month – For details you may contact your Program HR Executive

We at Sutherland have the privilege to have you with us and personally welcome and wish you a very successful career with us and reaffirm our complete confidence in your ability to find professional and personal satisfaction here. All who met you agree you will be a fine asset to the company.

Best wishes for a long, happy and rewarding career with us.

Sincerely,

For Sutherland



**Thendral Rajendran**

**Associate Vice President - Talent Acquisition**

I have read the contents of this letter and accept the offer of employment with the terms and conditions mentioned above and the enclosed annexures.

*B. Kalpana*  
**PRINCIPAL**  
 PRINCE SHRI VENKATESHWARA  
 ARTS AND SCIENCE COLLEGE  
 GOWRIVAKKAM, CHENNAI-600 073.

Date: 16<sup>th</sup> of Dec '19  
Name: Krishnamoorthy K



**Sub: Letter of Offer**

Dear Krishnamoorthy K,

We are pleased to offer you the position of Customer Care Executive. You shall report for a comprehensive training program on May/June/July 2019 at 10.00 AM.

Your monthly CTC will be Rs. 11,100/-. The details of your salary break up are provided to you in the annexure.

The offer is subject to:

- You submitting the degree certificate and all your mark sheets at the time of joining.
- A satisfactory reference from the list of referees furnished by you at the time of joining.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the company.
- Submission of satisfactory proofs regarding information declared by you, i.e., your age, educational qualification, previous work experience and relieving letter from your last employer etc.

You will be under training which will vary for a period from 2 to 8 weeks depending on the performance and the project that you would be assigned. Your continuity in the organization is subject to successful clearance of training evaluation.

You will be on probation for a period of 6 months and will be confirmed on rolls upon successful completion of the probation (The probation is inclusive of the training period).

We are looking forward to you building a successful career with ALLSEC.

Best Wishes,

For Allsec Technologies Limited,

Authorized Signatory  
Human Resources Department

**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GANRIVAKKAM, CHENNAI-600 073.

**ALLSEC TECHNOLOGIES LTD.**

Regd. Office: 46-B, Velachery Rd, Nehru Nagar, Velachery, Chennai, Tamil Nadu 600042.  
Tel: +9144,4299 7070 web: www.allsectech.com  
Corporate Identity Number : L72300TN1998PLC041033, Email : contactus@allsectech.com.





# NUCTECH INDIA PRIVATE LIMITED

Formerly Known as Nucetech Security Solutions Pvt. Ltd.

Ref: NUC/HR/2019/OL/014

June 26, 2019

**Mr. Krithika V M**

Address: No. 227/7, Lakshmipuram Main Road, Adnoor,  
Kanchipuram - 603202

With reference to your application and subsequent interview with our Head HR, we are pleased to offer you the position of **Technician** for **Chennai** Location in our organization. Your CTC will be Rs. 2,44,740/- per Annum.

You will be reporting to- Mr. Omprakash (Dy. General Manager – Service and Engineering: South India Region)

You are requested to report on or before **July 27<sup>th</sup>, 2019** at below mentioned address:

**M/s. Nuctech India Private Ltd.** Unit Nos. 005 & 006, 5th Floor, Palm Spring Plaza, Sector 54, Golf Course Road, Gurugram – 122003.

Note- Your employment offer will depend on the submission of all the employment documents in HR department and subsequent verification of those documents if any.

While joining, please bring the copies of all certificates and testimonials. The appointment letter will be issued after submission of all the joining related documents.

Thank You.

for: **Nuctech India Private Ltd.**



**Dr. Pushpendra Singh**  
**General Manager – HR & Administration**

Regd. Off.: Unit No.5-6, 5th Floor, Palm Spring Plaza,  
Sec-54 Golf Course Road, Gurugram, HR 122003  
CIN: U74999HR2017PTC067892

*V.M. Krithika*

DULY ACCEPTED WITH SIGNATURE

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073**

10<sup>th</sup> February, 2019

Krithika Somasundaram  
Chennai

Dear Krithika

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Connqtt Business Solutions Limited Offices / Centre** for a period of 12 Months from Date of Joining. You shall report to the training on or before **10<sup>th</sup> October, 2019** failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training, you will be placed in different work locations of the company and your first placement for training will be Chennai. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training, you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim what so ever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One-month Stipend Amount in lieu of notice.

The company works in shifts and hence the on-the-job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned grid.

*B. Kalpana*

**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIVAKKAM, CHENNAI-600 073.**

Component	Amount (Rs.) Per Month
A. BASIC STIPEND	13300.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5% of the Basic Stipend)	700.00
C. GROSS STIPEND (A + B)	14000.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training, you will be paid Stipend of Rs. 13300.00 per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice - Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards,

For Conneqt Business Solutions Limited.



Tony Jacob Joseph  
Associate Vice President - Human Resources.

I hereby read and fully understood the terms of my training letter, I hereby accept the terms of my training.

Signature

Name:

Date:

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIVAKKAM, CHENNAI-600 073.**



Miss. Kunal  
Prince Shri Venkateshwara Arts and Science College, Chennai.

Congratulations on taking your first steps towards a successful and rewarding career with eNoah. Further to our discussion, we have pleasure in provisionally offering you the position of Associate-Voice Process-US Shifts. Your joining date will be after your graduation completion within 15 days.

Your training period will be for 60 days from the date of joining. After successful completion of training, your employment with eNoah will be confirmed. During the training period, you will be paid a stipend of Rs.12,000 per month. You will be initially placed at Chennai/Indore in line with our business needs. Your overall earnings will be Rs.2,30,000/P.A. (approx.) which will include your night shift Allowance Rs.24,000/P.A. will be paid subject to attendance.

Please submit the following documents in person during your DOJ will be after your course completion and the training at our office premises.

- ID Proof, Address Proof (PAN card & AADHAR card mandatory)
- Proof of educational qualifications till last semester mark sheet,
- Updated Resume & Passport size photograph (softcopy);

Upon receipt of the above documents, an appointment letter with a detailed salary break up of your compensation and HR policy extracts will be issued to you after the completion of our training and you will have to sign training agreement for 1 year for the job training and deployment into projects. This offer is valid Subject to the following:

- Genuinity of the documents submitted by you;
- Satisfactory reference checks and Acceptance to the work commitment
- Pre-employment medical health examination.
- Ability to pass the initial pre-assessment done during the training period.

In exceptional circumstances like business impact, breach of discipline, low productivity and poor quality of work, company reserves the right to withdraw this offer or to terminate your service & eNoah will not be responsible for any liability arising thereof.

We look forward to welcome you onboard!

Best Regards,  
For eNoah iSolution India Private Limited

Rajesh Kumar G  
Senior Manager - Human Resources

*B. Kalpane*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073

eNoah iSolution India Private Limited

Regd. Office: Elnet Software City, 3rd Floor, Rajiv Gandhi Salai, Taramani, Chennai-600113, India. Phone: +91-44-40286900 1791 40 Fax: +91-44-40286910. Coimbatore Office: Classic Towers, 8 Floor, Door No. 101, 15-47, Trichy Road, Coimbatore - 641018, India. Phone: +91-442-2301714  
Indore Office: NRK Business Park, Floor, 4038, Block No.D 1, Scheme No.54, PU, Indore - 452010

Date :14/03/2019

To  
Lakshmi Shanmugam  
(Code: CANM09389)

**Provisional Offer Letter**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Junior Research Analyst**. Your services are being deputed to **Excelra Knowledge Solutions Private Limited** on the following terms and conditions:

- Your employment will be valid from 14/03/2019 to 19/03/2019, unless and until it is specifically extended in writing by Randstad India Pvt Ltd. You are informed to accept the offer within the validation period.
- Your Salary Gross will be INR 214,404.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medidaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. Copy of both
    - Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.

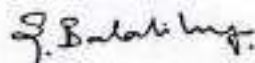
Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries. Wishing you the very best!

Yours truly,  
**For Randstad India Pvt Ltd.**

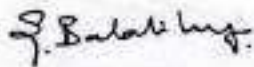


**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

**Annexure I: Salary Breakup**

Component	Monthly	Yearly
Basic	12,000.00	144,000.00
House Rent Allowance	4,867.00	58,404.00
Statutory Bonus	1,000.00	12,000.00
<b>Gross Salary</b>	<b>17,867.00</b>	<b>214,404.00</b>
Employer's Contribution to ESI	581.00	6,972.00
Employer's Contribution to EPF	1,440.00	17,280.00
Insurance	112.00	1,344.00
<b>CTC (Cost to the company)</b>	<b>20,000.00</b>	<b>240,000.00</b>
Employee's Contribution to EPF	1,440.00	17,280.00
Employee's Contribution to ESI	135.00	1,620.00
<b>Net take home = (Gross salary- Total deduction)</b>	<b>16,292.00</b>	<b>195,504.00</b>

- \* Income tax, Professional tax and LMF as applicable will be deducted.
- \* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

**For Randstad India Pvt Ltd.**


**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

**Registered Office :**  
 Randstad India Private Ltd  
 Randstad House,  
 Old No. 5 B SA, New No. 9, Pycrofts Garden Road,  
 Nungambakkam, Chennai 600 006.  
 P +91 (0) 44 66227000 F +91 (0) 44 66227474  
 www.randstad.in

  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIYAKKAM, CHENNAI**



## OFFER LETTER

Dear Lakshmi S

Congratulations

You have been provisionally selected for the post of Trainee Billing in our organisation. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

- Your total compensation package on a cost to company basis will be 1,56,000 INR (One lakhs fifty six thousand) per annum.
- Please find your compensation package enclosed in "Annexure 1" of this letter.
- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
- As a Trainee Billing, you will undergo one month of classroom training.
- The company reserves the right to confirm your employment at the end of the probation period. Confirmation of employment will be based on your performance during the training and the probation period.
- Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt Ltd.,**

S.Sujitha

GM- Human Resources

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 077

Date:16<sup>th</sup> of Dec '19  
Name: Lakshmi R



**Sub: Letter of Offer**

Dear Lakshmi R,

We are pleased to offer you the position of **Customer Care Executive**. You shall report for a comprehensive training program on May/June/July 2019 at 10.00 AM.

Your monthly CTC will be Rs.11,100/-. The details of your salary break up are provided to you in the annexure.

The offer is subject to:

- You submitting the degree certificate and all your mark sheets at the time of joining.
- A satisfactory reference from the list of referees furnished by you at the time of joining.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the company.
- Submission of satisfactory proofs regarding information declared by you, i.e., your age, educational qualification, previous work experience and relieving letter from your last employer etc.

You will be under training which will vary for a period from 2 to 8 weeks depending on the performance and the project that you would be assigned. Your continuity in the organization is subject to successful clearance of training evaluation.

You will be on probation for a period of 6 months and will be confirmed on rolls upon successful completion of the probation (The probation is inclusive of the training period).

We are looking forward to you building a successful career with ALLSEC.

Best Wishes,

For Allsec Technologies Limited,

Authorized Signatory  
Human Resources Department

*B. Kalpane*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
COWRIVAKKAM, CHENNAI-600 07.

**ALLSEC TECHNOLOGIES LTD.**

Regd. Office: 46-B, Velachery Rd, Nehru Nagar, Velachery, Chennai, Tamil Nadu 600042.

Tel: +9144,4299 7070 web: www.allsectech.com

Corporate Identity Number : L72300TN1998PLC041033, Email : contactus@allsectech.com.



26/02/2019

To

G.LAVANYA  
Department- B.Sc Microbiology  
College-Prince Shri Venkateshwara Arts and Science College

Dear G.LAVANYA ,

Sub: Letter of Offer  
Ref: campus interview

Greetings from Visionary RCM,

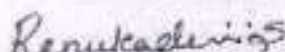
Following your interview, we are very pleased to offer you the position of Trainee-Coding Services under Train and Hire Program. Congratulations!!

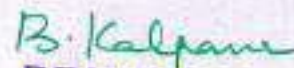
As discussed and mutually agreed by us:

1. Company will provide intensive Medical coding training for 2 months from the Date of training on boarding. You Will be paid a stipend of RS.5000 for both the months which will be credited to you along with your first and Second month salary post clearing the CRC (Certified Risk Adjustment Coder by AAPC) Certification. If you do not Clear the final training assessment you will not be absorbed in our rolls and the company does not owe you Anything.
2. Please be informed that it is an international certification and post the training, based on our internal evaluation the organization shall sponsor for the examination. Thereafter, your salary is subject to increase with annual appraisals based on the performance every year.
3. Under special circumstances, based on the organizational requirements, we can also absorb associates who have not cleared CRC certification. In that case, monthly CTC will be Rs.15,000(subject to increase with appraisals based on the performance of the candidate.
4. You will be joining us in our Chennai Branch at the below mentioned address:

Visionary RCM, 3<sup>rd</sup> Floor, Block1B, DLF Info City Chennai Ltd, No1/24 Shivaji Gardens,  
Mount Poonamallee Road, Manapakkam, Chennai-600089.

Yours faithfully,  
For Visionary RCM Infotech (India) Private Limited

  
Renuka Devi S  
VP-HR&Compliance.

  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

**Visionary RCM Infotech (India) Private Limited**

Regd. and Cor. Office: 35/16, Giri Road, T. Nagar, Chennai - 600 017. Tel: +91-44-8345163 Fax: +91-44-28345162

E-mail: info@visionaryrcm.com URL: www.visionaryrcm.com

CIN - U72300FN2006PTC060301

Congratulations

Welcome to the Family of Eureka Forbes!!

Date: 12/6/2019

Dear Mr/Ms Lavanya R

This has reference to the interview you recently had with us. We are pleased to welcome you to The Eureka Forbes family, and offer you the position of CSS/TE/Sr.TE based with remuneration of **Rs.11,200/- per month**

You are requested to report to the following address on 15/6/2019 at 10.00A.M, for your induction & Training.

The following documents are essential to process your appointment with us, requesting you to carry the same on the date of joining.

1. 02 reference letters from well-known citizens (other than your friends, relatives and teachers) vouching your character and conduct (with contact number).
2. 03 stamp size colour photographs (with neck tie).
3. One family photograph.
4. Copies of your educational certificates (from SSLC onwards) along with the originals (for verification).
5. Blood group certificate.
6. Copy of your election card/passport/family ration card.
7. PAN card Copy.
8. Past Company Relieving Order.

Kindly sign our register as a token of your acceptance.

In case of any queries or clarification, please do not hesitate to contact

Mr. S. Sathya Contact No. 9710421896

We look forward to a mutually beneficial association and supporting you in your career aspirations!

Yours faithfully,  
For Eureka Forbes Limited

S. Sathya

Authorized Signatory



Regional Office: C & D-5, Level IV, Anmol Palani, No.88, G.N. Chetty Road, T.Nagar,  
Chennai-600 017. Tel:044-30289250,30289260, Fax:044-30289244.

**Eureka Forbes Limited.**

Corporate Head Office:  
B1/B2,701, Marathon Innova,  
OFF: Ganpatrao kadam Marg  
Lower Parel, Mumbai-400 013. Website: <http://www.eurekaforbes.com>

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

LETTER OF APPOINTMENT

Dear Mr/Ms. Lohitha. R

Ref : Your application for the post of "MANAGEMENT TRAINEE" and subsequent interview had with us in your college premises .

We are pleased to inform you that you have been selected for the post "Management Trainee "in our organization with a gross CTC of 1.54 per annum.

In addition to the above, you shall be reimbursement of expenses incurred during travel due to the requirement of the field work.

You are requested to bring all the documents related to your education and join the Chennai office from 6<sup>th</sup> May 2019.

You shall be required to abide by the rules and regulations pertaining to office timings, attendance, discipline and other general conditions of the Organization.

Please sign a copy of this letter as a token of your acceptance and email a scanned copy of the same to us.

Lohitha. R  
Candidate's Signature

N. RAJESH  
GENERAL MANAGER.

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



Company Confidential

10<sup>th</sup> February, 2019

Lilly Alphonsa  
Chennai

Dear Lilly

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Conneqt Business Solutions Limited Offices / Centre** for a period of **12 Months** from Date of Joining. You shall report to the training on or before **10<sup>th</sup> October, 2019** failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training, you will be placed in different work locations of the company and your first placement for training will be **Chennai**. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training, you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim whatsoever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One-month Stipend Amount in lieu of notice.

The company works in shifts and hence the on-the-job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned grid.

Component	Amount (Rs.) Per Month
A. BASIC STIPEND	13300.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5% of the Basic Stipend)	700.00
C. GROSS STIPEND (A + B)	14000.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training, you will be paid Stipend of Rs. 13300.00 per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive! This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an Apprentice - Customer Care position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

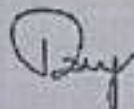
In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards,

For Conneqt Business Solutions Limited,



Tony Jacob Joseph  
Associate Vice President – Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature:

Name:

Date:

*B. Kalpane*  
**PRINCIPAL**  
SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



08 April, 2019

Lingasathya G  
Email: sathya289@gmail.com

Dear Lingasathya,

We are excited to have you join the Maveric Family.

Over the past 21 years, we have been partnering with global and regional banking leaders to transform their business through emerging technology. By 2023, we aim to be recognised as top 3 niche, Bank-Tech transformation specialist in retail, corporate and wealth management domains by

- Gaining leadership through proven solutions for CXO challenges in the areas of Regulatory Reporting, Customer Experience, Customer Analytics, Cloud Enablement and Digital Operations.
- Becoming a partner of choice to 7 out of the top 15 Global banks and 15 out of top 50 regional banks and select Fintechs.
- Further invigorating our delivery model, talent nurturing process and customer centric culture that assures heightened customer mindshare and builds competitive differentiation.

Our investments towards talent led differentiation through continuous learning and development initiatives, as well as hire & nurture programs, have played a crucial role in our rapid growth and will be key to achieving our aim for 2025.

At Maveric, you will have ample opportunities to work with Marquee customers - global banking leaders at the forefront of technology adoption, on engagements that leverage new age tech stacks and challenge the status quo consistently for driving true banking technology transformation.

We have been investing heavily on superior avenues for continuous learning through nurturing programs, in-house academies, state of the art technology labs and industry academia partnerships. These combined with a culture of adventure and learning, encouraging individual freedom to learn, actively seek new insights, experiment and make mistakes, will help you move up the career path faster.

Finally, you will learn directly from exceptional leaders who are true banking technology thought leaders and committed to provide accelerated career growth through dedicated grooming initiatives. Significant investments and leadership expansion take place on an ongoing basis to ensure you work with quality customers, challenging projects and accelerate the learning curve.

Welcome to Maveric. We look forward to see you soon. You can count on us to Accelerate your Next.

**Maveric Systems Limited (Head Office & Regd. Office) :**

2nd Floor, 5th Block, DLF IT Park - SE2, 1/124, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Chennai - 600089,  
Phone: +91 44 4344 2500 | +91 44 4012 1212 | FAX: +91 44 2225 3001. Email: info@maveric-systems.com,  
Website: www.maveric-systems.com | CIN No. U74140TN2000PLCC45197

Please take time to carefully understand the remaining contents of this letter relating to your employment:

1. **Designation:** Graduate Trainee
2. **Level:** L1
3. **Base Location:** Your base location will be Chennai.
4. **Business:** You will be part of the **Data Business** which is headed by **Muraleedhar Ramapal**.
5. **Reporting:** You will be reporting to **Salitha Nelloyi Parambil, Associate Vice President** at **Maveric Systems** on your date of joining.
6. **Compensation:** Your Annual Compensation would be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand Only)** paid in arrears on the last day of each month. Compensation will be reviewed on a yearly basis and your next review will be taken up in **June 2019**. Proposed Salary Structure is given in Annexure – 1. Your salary will be reviewed on an annual basis.
7. **Date of joining:** You will join **Maveric Systems** on **11<sup>th</sup> June 2019** at our **Chennai Office**. An appointment letter would be issued with the actual date of joining post completion of joining formalities. You need to carry the following documents on the first day of work:
  - All Educational certificates (Mark sheets of 10<sup>th</sup>, 12<sup>th</sup>, UG, PG (if applicable) and Degree certificate of UG and PG (if applicable))
  - All previous company Experience certificates and Relieving letters
  - Last 3 months payslips of the previous company
  - Photocopy of Passport, Aadhar Card and PAN Card
  - 8 passport size colour photographs (white or grey background)
  - Marriage Certificate (If applicable)

These documents are mandatory to complete the joining formalities without which your employee ID will not be generated.
8. **Roles:** Your roles and responsibilities as a **Graduate Trainee** are provided in **Annexure iv**.
9. **Probation Period:** You will be on probation for a period of **6 months** from the date of joining, which will terminate automatically unless you receive prior intimation to the contrary.
10. **Work Hours:** The general work timings are **09:00 AM to 05:30 PM, Monday – Friday**; however, the timings may differ based on your functions and responsibilities.

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIVAKKAM, CHENNAI - 600 073.**  
**ACCELERATE**  
**NEXT**

10<sup>th</sup> February, 2019

Logesh Shanmugam  
Chennai

Dear Logesh

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Connqtt Business Solutions Limited Offices / Centre** for a period of **12 Months** from **Date of Joining**. You shall report to the training on or before **10<sup>th</sup> October, 2019** failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training, you will be placed in different work locations of the company and your first placement for training will be **Chennai**. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training, you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim whatsoever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One-month Stipend Amount in lieu of notice.

The company works in shifts and hence the on-the-job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

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At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned grid.

*P. S. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIVAKKAM, CHENNAI-600 073**



Component	Amount (Rs.) Per Month
A. BASIC STIPEND	13300.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5% of the Basic Stipend)	700.00
C. GROSS STIPEND (A + B)	14000.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training, you will be paid Stipend of Rs. 13300.00 per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive. This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an Apprentice - Customer Care position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

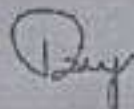
In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards,

For Conneqt Business Solutions Limited,



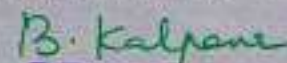
Tony Jacob Joseph  
Associate Vice President - Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature:

Name:

Date:

  
**B. Kalpana**  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIVAKKAM, CHENNAI-600 073**

## Offer Letter

Name : Logeshwari P  
College: Prince Shri Venkateshwara Arts and Science  
Dear **Logeshwari P,**

Date:05, December 2018

Congratulations!

We are pleased to Offer you employment at **Worksbot Applications Pvt Ltd**. We feel that Your skills and background will be valuable assets to our team. Further to our discussion and the subsequent Interviews, you have been selected as "**J2EE Developer**".

After successful completion of performance evaluation of the project at the end of your Probation your Annual Total Compensation will be **INR 2,50,000 PA (Two Lakhs Fifty Thousand only)** at time of your probation period. After your probation period, you will be appointed as permanent employee as per the company norms.

Your services are transferable and you can be seconded or deputed by the company in any operation / projects or any other establishment in India, at the sole discretion of the management.

If found insubordination during probation and goes negligence of duties for which you are making yourself liable for necessary action or corrective action up to and including discharge.

We will inform you the D.O.J after completing your internship. At this time of joining please submit the photocopy of the following documents (Educational documents,5 Passport size photograph, Address proof and ID proof (Aadhaar Card, PAN Card)).

Regards,



Murali T  
Head- Human Resource

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKNAM, CHENNAI - 600 073.

Date: 15.02.2019  
Hyderabad.

**OFFER LETTER**

Mr.G.Lokesh,  
No.8/15 Nethaji Street,  
Kamrajapuram,  
Chennai.

Dear Lokesh,

With reference to your application and the subsequent interview that you had with us on 22nd December, 2018 for employment in our company, we are pleased to appoint you as a "Technical Associate" on following terms and conditions.

**Date of Joining:** This appointment letter is valid for your joining on or before 20<sup>th</sup> August 2019. In case of your not complying this, the appointment would be treated as cancelled.

**Medical Fitness:** The appointment is valid only in case of your being found medically fit to perform your duties by the registered Medical Practitioner authorized by the Company. Further, your fitness for the job is subject to periodical medical examinations by the company.

**Certificate Testimonials:** The appointment is further subject to your providing documented proofs about details mentioned in the Application form by you and information provided by you during interviews with the management. This includes Certificates of educational qualifications and any other professional qualifications completed during the graduation.

**Probation period:** The period of first six months from your joining duty will be considered as Probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company and unsatisfactory performance can lead to extension of probation period for another three months or cessation of your employment. This will be at sole discretion of the management. Your probation period would be considered to be extended if you are intimated in writing about confirmation of your services.

**Working Hours and Weekly Off:** You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by them an agreement for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

**iAppSoft Solutions India Pvt Ltd**

Level 1, Spacion Towers, Near Westin Hotel, Vitalrao Nagar, Madhapur, Hyderabad - 500081.

Tel : 040-71327427 | info@iappsoftsolutions.com | www.iappsoftsolutions.com



In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you.

We welcome you to the company and look forward to your participation in making the activities of the company an outstanding success.

You are requested to treat this appointment letter as a confidential document.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For iAppsoft Solutions India Pvt. Ltd.

Authorized Manager



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Signature: R. Neelkanth Raj

Date: 7/8/19

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWAR  
ARTS AND SCIENCE COLLEGE  
GOWRVAKKAN, CHENNAI - 600 073

**iAppSoft Solutions India Pvt Ltd**

Level 1, Spacion Towers, Near Westin Hotel, Vitalrao Nagar, Madhapur, Hyderabad - 500081.  
Tel : 040-71327427 | info@iappsoftsolutions.com | www.iappsoftsolutions.com

**Remuneration:** Your annual remuneration will be described as below-

Monthly Emoluments	Monthly	Annam
Basic	8,860.00	106,320.00
House Rent Allowance	4,430.00	53,160.00
Conveyance Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Special Allowance	4,873.00	58,476.00
CCA	3,987.00	47,844.00
<b>Gross Monthly Salary</b>	<b>25,000.00</b>	<b>300,000.00</b>

**Leave:** You will be entitled to a number of working days for a calendar year comprising of 12 casual Leaves. This distribution and entitlement are subject to change. Entitlement and utilization of earned Leave will be governed by the Factories Act. Entitlement of Leave is not the right to leave. Advance approval /sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from duty without sanctioned leave will be treated as unauthorized leave.

**Transfer:** Your employment is liable from one department to another or from one unit / office / plant / site /location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be application to you.

**Secrecy:** A complete secrecy will have to be observed by you on all company matters including Security arrangements, technical know-how, and Financial and Administration matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be ought to termination your services from the company with immediate effect.

**Safe up-keeping of company's property:** Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment's, instruments, uniform, literature etc. In your use / custody / care / charge will have to be observed by you. Accountability of any such goods or literatures etc., provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

**Termination:** Your employment with the company can be terminated by them an agreement with immediate effect without assigning any reason whatsoever during the training or probationary period of your services. Any breach of trust on your part will be liable for termination of your services with 30 days' notice period. After confirmation, your services can be terminated by notice pay in lieu of notice period. You will adhere to the rules and policies of the company existing or all those which may come into force in future. Extend cooperation to your colleagues in the execution of jobs and follow the instructions given by your superiors. A detail of other conditions will be provided at the time of confirmation.

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
@WRIVAKKAM, CHENNAI - 600 073.

**iAppSoft Solutions India Pvt Ltd**

Level 1, Spacion Towers, Near Westin Hotel, Vitalrao Nagar, Madhapur, Hyderabad - 500081.  
Tel : 040-71327427 | info@iappsoftsolutions.com | www.iappsoftsolutions.com



In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you.

We welcome you to the company and look forward to your participation in making the activities of the company an outstanding success.

You are requested to treat this appointment letter as a confidential document.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For iAppsoft Solutions India Pvt. Ltd.

Authorized Manager



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Signature: *Nardine.M*

Date: *09/07/29*

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

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March 29, 2019

Lokesh R  
S/O Mr. Ravindran  
No. 10/544, Ponni Amman Kovil 1st Cross Street,  
Gandhi Nagar, Vengaivasal,  
Chennai – 600073.  
Mob: 9171139130

Dear Lokesh R

**Offer of Appointment**

With reference to the campus selection, we are pleased to offer you the post of "Associate Developer" in our organization.

The following points outline the terms and conditions we are proposing.

1. Probation period: **Six Months** (180 Calendar Days)
2. Remuneration: **Rs.2,47,008/-per Annum** as CTC. Details attached as Annexure-1
3. Joining Date: **Will be intimated later.**
4. Appointment Letter will be provided at the time of joining.
5. Service Agreement to be signed for a period of 30 months on the date of joining.

For any clarifications, please call us at +91 7401222557 or e-mail to Venkatesan.s@vinsinfo.com

Sincerely yours

For Vinsinfo private Limited

*V. M. 29/3/2019*

Authorised Signatory

VINSINFO PRIVATE LIMITED

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.  
CIN: U72900TN2018PTC126579

**Date: 14-Dec-18**

**Dear Lokesh ,**

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakh Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,26,000/-** (Rupees Two Lakh Twenty-Six Thousand Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24,000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's Intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**AND SCIENCE COLLEGE**  
KANKAM, CHENNAI - 600 073



We look forward to having you on board on between June to August'19.

As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

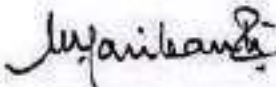
Accepted:

---

**Date**

**For CSS Corp Private Limited**

**Welcome to CSS Corp Private Limited**



**P R Manikantan**

Senior Director, Campus and Institutional Alliances

**PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.**

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com



No.34,Venkateshwara Colony  
Nehru Nagar,3<sup>rd</sup> Cross Street,  
Near Taramani Railway Station  
Chennai-600 041. Phone:044-54521263  
E-Mail:kathir@alcancetech.com

Ref: ALT-574-18

OFFER LETTER

Date: 6.02.2019

To

**Ms.Madhavi R,  
Prince Shri Venkateshwara Arts and Science College, Chennai.  
B.C.A**

Dear Ms.Madhavi,

Alcance Technologies is pleased to offer you as **Data Analyst** and your CTC for the post will be **Rs,13,500 per month.**

Your Joining date for training would be on 29<sup>th</sup> May 2019.

The appointment order would be issued after 12 days of training.

**Alcance Technologies Welcomes You!**

Note: This offer will expire by 30<sup>th</sup> May 2019.

**Your Reporting Address:**

The HR Department,  
Zealous Services,  
No.17/7, Shafika Building,  
Kodambakkam High Road, Nungambakkam,  
Chennai-600 034.

Reporting Time :9am

Received and accepted

With Warm Regards,

*R. madhuri*

*B. Kalpane*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

Kathirevel Ganapathiappan  
Director.

*"Exceeding the Expectations"*

# JOB SHELLS

Your Dream. Our Skill...

## CONFIDENTIAL

Mr. Madhan Raj,  
S/O. Mr. Ranganathan,  
32/89 Pughazhendhi street, Madipakkam, Chennai-600091.

Dear Mr. Madhan Raj,  
2019

Date: 07<sup>th</sup> July

We have pleasure in offering you an appointment as "Process Associate" in our company JOB SHELLS. You will be deployed to our client "Tata Communications Limited - TCL", at "Chennai" with effect from your date of joining. We would request you to join tentatively on "07<sup>th</sup> July, 2019".

1. As per company policy, the probation period applicable to you shall be 6 months.
2. On or before the date of joining, please submit the fully completed Employee Application Form and Candidate Acknowledgement Letter.

Please sign and return to us the duplicate copy of this letter and Annexure (s) as token of your acceptance. With best wishes and looking forward to a mutually successful association,

Yours sincerely,

For JOB SHELLS



Authorized Signatory

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073

Registered Office:

G - 4B, Pinnacle Phase I, International Tech Park, Ascendas, Taramani, Chennai - 600 113.  
TEL: +91 44-43558995, EMAIL: hr@jobshells.com.

Annexure

**Job Shells HR Services Private Limited**

CTC Breakup		
Name	Madhan Raj R	
Salary Heads	Amount (per Month)	Amount (per Annum)
Basic Salary	8,891	1,06,686
House Rent Allowance	4,445	53,343
Child Education Allowance	200	2,400
Other Allowances	2,652	31,827
<b>Gross Salary (A)</b>	<b>16,188</b>	<b>1,94,256</b>
<b>Benefits</b>		
PF Employer Contribution	1,067	12,804
ESI Employer Contribution	526	6,312
<b>Total Benefits (B)</b>	<b>1,593</b>	<b>19,116</b>
<b>Gross CTC (C) (A+B)</b>	<b>17,781</b>	<b>2,13,372</b>
Insurance Benefit (D)		-
<b>Total CTC E (C + D)</b>	<b>17,781</b>	<b>2,13,372</b>
<b>Deductions from Gross Salary</b>		
PF Employee Contribution	1,067	12,804
ESI Employee Contribution	121	1,452
<b>Total Deductions from Gross Salary (F)</b>	<b>1,188</b>	<b>14,256</b>
<b>Salary In Hand (G) (A - F) *</b>	<b>15,000</b>	<b>1,80,000</b>

\* Statutory deductions will change as per the prevailing rates notified by the authority.

\* Applicable income tax will be deducted on monthly basis.

PRINCIPAL  
PRINCE SHRI VENKATACHWAR  
BOTS AND SKILL

Registered Office:

G - 4B, Pinnacle Phase 1, International Tech Park, Ascendas, Taramani, Chennai - 600 113.

TEL: +91 44 43558995, EMAIL: hr@jobshells.com

Date:15.02.2019  
Hyderabad.

**OFFER LETTER**

Mr.R.Madhan Raj,  
No.11yappa Nagar,  
Sembakkam,  
Chennai.

Dear Madhan Raj,

With reference to your application and the subsequent interview that you had with us on 22nd December, 2018 for employment in our company, we are pleased to appoint you as a "Technical Associate" on following terms and conditions.

**Date of Joining:** This appointment letter is valid for your joining on or before 20<sup>th</sup> August 2019. In case of your not complying this, the appointment would be treated as cancelled.

**Medical Fitness:** The appointment is valid only in case of your being found medically fit to perform your duties by the registered Medical Practitioner authorized by the Company. Further, your fitness for the job is subject to periodical medical examinations by the company.

**Certificate Testimonials:** The appointment is further subject to your providing documented proofs about details mentioned in the Application form by you and information provided by you during interviews with the management. This includes Certificates of educational qualifications and any other professional qualifications completed during the graduation.

**Probation period:** The period of first six months from your joining duty will be considered as Probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company and unsatisfactory performance can lead to extension of probation period for another three months or cessation of your employment. This will be at sole discretion of the management. Your probation period would be considered to be extended if you are intimated in writing about confirmation of your services.

**Working Hours and Weekly Off:** You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by them an agreement for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

**iAppSoft Solutions India Pvt Ltd**

Level 1, Spacion Towers, Near Westin Hotel, Vitalrao Nagar, Madhapur, Hyderabad - 500081.  
Tel : 040-71327427 | info@iappsoftsolutions.com | www.iappsoftsolutions.com

*B. Kalpane*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOURIVAKKAM, CHENNAI - 600 072

**Remuneration:** Your annual remuneration will be described as below-

Monthly Emoluments	Monthly	Annun
Basic	8,960.00	106,320.00
House Rent Allowance	4,430.00	53,160.00
Conveyance Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Special Allowance	4,873.00	58,476.00
CCA	3,987.00	47,844.00
<b>Grand Monthly Salary</b>	<b>25,000.00</b>	<b>300,000.00</b>

**Leave:** You will be entitled to a number of working days for a calendar year comprising of 12 casual Leaves. This distribution and entitlement are subject to change. Entitlement and utilization of earned Leave will be governed by the Factories Act. Entitlement of Leave is not the right to leave. Advance approval /sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from duty without sanctioned leave will be treated as unauthorized leave.

**Transfer:** Your employment is liable from one department to another or from one unit / office / plant / site /location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be application to you.

**Secrecy:** A complete secrecy will have to be observed by you on all company matters including Security arrangements, technical know-how, and Financial and Administration matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be ought to termination your services from the company with immediate effect.

**Safe up-keeping of company's property:** Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment's, instruments, uniform, literature etc. in your use / custody / care / charge will have to be observed by you. Accountability of any such goods or literatures etc., provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

**Termination:** Your employment with the company can be terminated by them an agreement with immediate effect without assigning any reason whatsoever during the training or probationary period of your services. Any breach of trust on your part will be liable for termination of your services with 30 days' notice period. After confirmation, your services can be terminated by notice pay in lieu of notice period. You will adhere to the rules and policies of the company existing or all those which may come into force in future. Extend cooperation to your colleagues in the execution of jobs and follow the instructions given by your superiors. A detail of other conditions will be provided at the time of confirmation.

*P. Kalpana*  
 PRINCIPAL

PRINCE SHRI VENKATESHWARA  
 ARTS AND SCIENCE COLLEGE  
 GOWRIVAKKAM, CHENNAI - 600 073.

**iAppSoft Solutions India Pvt Ltd**

Level 1, Spacion Towers, Near Westin Hotel, Vitalrao Nagar, Madhapur, Hyderabad - 500081.

Tel : 040-71327427 | info@iappsoftsolutions.com | www.iappsoftsolutions.com

Date: 15.02.2019  
Hyderabad.

**OFFER LETTER**

Mr.S.Madhumita,  
No.59 Puzhithivakkam Main Road,  
Puzhithivakkam,  
Chennai.

Dear Madhumita,

With reference to your application and the subsequent interview that you had with us on 22nd December, 2018 for employment in our company, we are pleased to appoint you as a "Technical Associate" on following terms and conditions.

**Date of Joining:** This appointment letter is valid for your joining on or before 20<sup>th</sup> August 2019. In case of your not complying this, the appointment would be treated as cancelled.

**Medical Fitness:** The appointment is valid only in case of your being found medically fit to perform your duties by the registered Medical Practitioner authorized by the Company. Further, your fitness for the job is subject to periodical medical examinations by the company.

**Certificate Testimonials:** The appointment is further subject to your providing documented proofs about details mentioned in the Application form by you and information provided by you during interviews with the management. This includes Certificates of educational qualifications and any other professional qualifications completed during the graduation.

**Probation period:** The period of first six months from your joining duty will be considered as Probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company and unsatisfactory performance can lead to extension of probation period for another three months or cessation of your employment. This will be at sole discretion of the management. Your probation period would be considered to be extended if you are intimated in writing about confirmation of your services.

**Working Hours and Weekly Off:** You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by them an agreement for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
PUSHTHIVAKKAM, CHENNAI - 600 073.

**iAppSoft Solutions India Pvt Ltd**

Level 1, Spacion Towers, Near Westin Hotel, Vitalrao Nagar, Madhapur, Hyderabad - 500081.

Tel : 040-71327427 | info@iappsoftsolutions.com | www.iappsoftsolutions.com



In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you.

We welcome you to the company and look forward to your participation in making the activities of the company an outstanding success.

You are requested to treat this appointment letter as a confidential document.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For iAppsoft Solutions India Pvt. Ltd.

Authorized Manager



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Signature:

Date: 16-7-2019

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

**iAppSoft Solutions India Pvt Ltd**

Level 1, Spacion Towers, Near Westin Hotel, Vitalrao Nagar, Madhapur, Hyderabad - 500081.

Tel : 040-71327427 | info@iappsoftsolutions.com | www.iappsoftsolutions.com





Miss. Magimai Divya  
Prince Shri Venkateshwara Arts and Science College, Chennai.

Congratulations on taking your first steps towards a successful and rewarding career with eNoah. Further to our discussion, we have pleasure in provisionally offering you the position of Associate-Voice Process-US Shifts. Your joining date will be after your graduation completion within 15 days.

Your training period will be for 60 days from the date of joining. After successful completion of training, your employment with eNoah will be confirmed. During the training period, you will be paid a stipend of Rs.12,000 per month. You will be initially placed at Chennai/Indore in line with our business needs. Your overall earnings will be Rs.2,30,000/P.A. (approx.) which will include your night shift Allowance Rs.24,000/P.A. will be paid subject to attendance.

Please submit the following documents in person during your DOJ will be after your course completion and the training at our office premises.

- ID Proof, Address Proof (PAN card & AADHAR card mandatory)
- Proof of educational qualifications till last semester mark sheet,
- Updated Resume & Passport size photograph (softcopy);

Upon receipt of the above documents, an appointment letter with a detailed salary break up of your compensation and HR policy extracts will be issued to you after the completion of our training and you will have to sign training agreement for 1 year for the job training and deployment into projects. This offer is valid Subject to the following:

- Genuinity of the documents submitted by you;
- Satisfactory reference checks and Acceptance to the work commitment
- Pre-employment medical health examination.
- Ability to pass the initial pre-assessment done during the training period.

In exceptional circumstances like business impact, breach of discipline, low productivity and poor quality of work, company reserves the right to withdraw this offer or to terminate your service & eNoah will not be responsible for any liability arising thereof.

We look forward to welcome you onboard!

Best Regards,  
For eNoah iSolution India Private Limited

Rajesh Kumar G  
Senior Manager - Human Resources

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 873

eNoah iSolution India Private Limited

Regd. Office: Elnet Software City, 3rd Floor, Rajiv Gandhi salai, Taramani, Chennai-600 13, India. Phone: +91-44- 40286900 1201-40 Fax: +91-44- 40286910. Coimbatore Office: Classic Towers, 8 Floor, Door No. 101, 1547, Trichy Road, Coimbatore - 641018, India. Phone: +91-442-2301714  
Indore Office: NRK Business Park, Floor, 6036, Block No.B 1, Scheme No.54, PU, Indore - 452019

Date: 20<sup>th</sup> April 2019

Ref: KML/Appointment/2019/012

To  
Mahalakshmi V  
70, Ram Nagar,  
Chapakkam - 210

Dear Mr/Ms.

**Appointment Order**

With reference to your application, interview you has with us and our subsequent offer letter to join with us on 7.05.2019, we have pleasure in appointing you for the position of **Junior Micro Biologist** in our company on the following terms and conditions.

This appointment is subject to all other terms and conditions mentioned in the offer letter. The place of posting will be at our Research Lab located at Door No.220/2, Earikkarai Street, Alappakkam, Chengalpet, District, Chennai-63.

The particulars of your CTC are as under

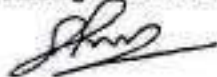
MONTHLY	ANNUAL
Rs.13,000	Rs.1,36,000

You are required to return the copy of this letter of appointment duly signed by you as a token of your acceptance of all the terms and conditions.

Wishing you a happy rewarding career with us

For KATTCHAMMAL RESEARCH LABS PVT. LTD.

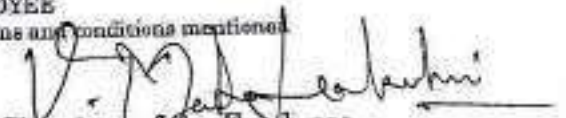
**K.ESWARAN**  
Managing Director



**DECLARATION BY THE EMPLOYEE**

I accept the offer and appointment along with all the terms and conditions mentioned

Date: 20/4/2019

  
Signature of the Employee

No.220/02, Earikkarai Street, Allappakkam, Chennai- 600 063  
Cell : 9500195986, 9952111623      Email : kattchammallabs@gmail.com

**B. Kalpana**  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

26/02/2019

To

M.MAHALAKSHMI  
Department- B.Sc Microbiology  
College-Prince Shri Venkateshwara Arts and Science College

Dear M.MAHALAKSHMI,

Sub: Letter of Offer  
Ref: campus interview

Greetings from Visionary RCM,

Following your interview, we are very pleased to offer you the position of Trainee-Coding Services under Train and Hire Program. Congratulations!!


As discussed and mutually agreed by us:

1. Company will provide intensive Medical coding training for 2 months from the Date of training on boarding. You Will be paid a stipend of RS.5000 for both the months which will be credited to you along with your first and Second month salary post clearing the CRC (Certified Risk Adjustment Coder by AAPC) Certification. If you do not Clear the final training assessment you will not be absorbed in our rolls and the company does not owe you Anything.
2. Please be informed that it is an international certification and post the training, based on our internal evaluation the organization shall sponsor for the examination. Thereafter, your salary is subject to increase with annual appraisals based on the performance every year.
3. Under special circumstances, based on the organizational requirements, we can also absorb associates who have not cleared CRC certification. in that case, monthly CTC will be Rs.15,000(subject to increase with appraisals based on the performance of the candidate.
4. You will be joining us in our Chennai Branch at the below mentioned address:

Visionary RCM, 3<sup>rd</sup> Floor, Block1B, DLF Info City Chennai Ltd, No1/24 ShivaJI Gardens,  
Mount Poonamaliee Road, Manapakkam, Chennai-600089.

Yours faithfully,  
For Visionary RCM Infotech (India) Private Limited

  
Renuka Devi S  
VP-HR&Compliance.

  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 072

**Visionary RCM Infotech (India) Private Limited**



Company

10<sup>th</sup> February, 2019

Mahalakshmi Ragunathan  
Chennai

Dear Mahalakshmi

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our Conneqt Business Solutions Limited Offices / Centre for a period of 12 Months from Date of Joining. You shall report to the training on or before 10<sup>th</sup> October, 2019 failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training, you will be placed in different work locations of the company and your first placement for training will be Chennai. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training, you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim whatsoever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One-month Stipend Amount in lieu of notice.

The company works in shifts and hence the on-the-job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned grid.

*B. Kalpana*  
PRINCIPAL  
SINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073



Company

Component	Amount (Rs.) Per Month
A. BASIC STIPEND	13300.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5% of the Basic Stipend)	700.00
C. GROSS STIPEND (A + B)	14000.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training, you will be paid Stipend of Rs. 13300.00 per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an Apprentice - Customer Care position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards,

For Conneqt Business Solutions Limited.

Tony Jacob Joseph  
Associate Vice President - Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature:

Name:

Date:

B. Kalpana  
PRINCIPAL  
ST. THINE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



## OFFER LETTER

Date:11/02/2019

Place: Chennai

Dear Mahalakshmi S,

Congratulations, we are pleased to inform you that further to your excellent performance in subsequent interviews you had in OPPO Campus Recruitment 2019, you have been selected as Sales

Trainer in Training Department. Your workplace will be Chennai.

You will be under a learning and development period of 2 months from the date of joining. During

your learning period you will be deployed as OPPO New Trainee(ONT), your gross salary during your learning period will be Rs.12,000/- After successful completion of your learning period, your designation will be confirmed as Sales Trainer. Your Gross Salary during this period will be Rs.15,000/- Allowance Rs.3000/-

As Sales Trainer, you will be under probation period (1-3 months). After your successful completion

of your probation period, you will be eligible for Gross Salary of Rs.15,000/-, KPI of Rs.5000(Max 100%)- and Allowance of Rs.3000/-

The company also provides employee benefits such as, Statutory benefits such as ESI & PF, Group Personal Accident Insurance, Training with pay, yearly twice promotion chance, Employee welfare

Gifts, Team building activities, Festival gifts.

Please note that matters concerning salary & benefits are to be treated in strict confidence between you and the company and should not be divulged to anyone else.

You are requested to bring the below mentioned documents for your joining process on 01/07/2019.

1. Aadhar Card (Mandatory)
2. Bank Passbook/Cancelled Cheque leaf (Mandatory)
3. Pan Card
4. 3-Passport size photographs
5. Educational Documents (Photocopies)
6. Experience letter (If any)

Welcome to OPPO. We look forward to a mutually rewarding professional relationship with you.

For BRO MOBILE TRADING PVT LTD

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.**



Aagna Corporate Services Pvt Ltd.,

27<sup>th</sup> Feb 2019

OFFER LETTER

Dear Mahalakshmi S.

With reference to the discussions we had with you, we on behalf of Aagna Corporate Services Pvt Ltd., are pleased to offer you the position of "Process Associate" and invite you to join Aagna Corporate Services Pvt Ltd.,

Based upon your credentials and information shared during your interview, we feel that you will be able to make an outstanding contribution to our organization and you will be eligible for a compensation of Rs.13,000 (Thirteen thousand only) per month excluding other allowances.

The allowances, benefits and the other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

You will be provided with ON-JOB training for a period of 15 days from the date of joining and no Compensation will be provided during the ON-JOB training period.

We welcome you abroad the detailed appointment order will be given after completion of training successfully, we expect you to join on or before 15<sup>th</sup> July 2019 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

Our offer is contingent upon satisfactory evidence and verification of your credentials

1. Educational Qualification(Photocopy)
2. Identity Proof (Photocopy)
3. Address Proof(Photocopy)
4. One Passport Size Photograph.

Again, congratulations and welcome to the Aagna Corporate Services Pvt Ltd.,

Thanking You.

For Aagna Corporate Services Pvt Ltd.,

(Hariharan R)  
General Manager- HR

Employment offer accepted

B. Kalpana  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 073.

Aagna Corporate Services Pvt. Ltd

Temple Tower Building, A 4, Ground floor, Door No 672, Anna Salai, Chennai, Tamil Nadu-600035.

Congratulations

Welcome to the Family of Eureka Forbes!!

Date: 12/5/2019

Dear Mr/Ms MAHESHWARI . S

This has reference to the interview you recently had with us. We are pleased to welcome you to The Eureka Forbes family, and offer you the position of CSS/TE/Sr.TE based with remuneration of **Rs.11,200/- per month**

You are requested to report to the following address on 15/6/2019 at 10.00A.M, for your Induction & Training.

The following documents are essential to process your appointment with us, requesting you to Carry the same on the date of joining.

1. 02 reference letters from well-known citizens (other than your friends, relatives and teachers) vouching your character and conduct (with contact number).
2. 03 stamp size colour photographs (with neck tie).
3. One family photograph.
4. Copies of your educational certificates (from SSLC onwards) along with the originals (for verification).
5. Blood group certificate.
6. Copy of your election card/passport/family ration card.
7. PAN card Copy.
8. Past Company Relieving Order.

Kindly sign our register as a token of your acceptance,

In case of any queries or clarification, please do not hesitate to contact

Mr. S. Sathya Contact No: 9710421896

We look forward to a mutually beneficial association and supporting you in your career aspirations!

Yours faithfully,  
For Eureka Forbes Limited

S. Sathya



Authorized Signatory

Regional Office: C & D-5, Level-IV, Anmol Palani, No.88, G.N. Chetty Road, T.Nagar,  
Chennai-600 017. Tel:044-30289250,30289260, Fax:044-30289244.

Eureka Forbes Limited.

Corporate Head Office:

B1/B2,701, Marathon Innova,

OFF: Ganpatrao kadam Marg

Lower Parel, Mumbai-400 013.

Website: <http://www.eurekaforbes.com>

P. Kalpana  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



26/02/2019

To

M.MALATHI  
Department- B.Sc Microbiology  
College-Prince Shri Venkateshwara Arts and Science College

Dear M.MALATHI ,

Sub: Letter of Offer  
Ref: campus interview

Greetings from Visionary RCM,

Following your interview, we are very pleased to offer you the position of Trainee-Coding Services under Train and Hire Program. Congratulations!!

As discussed and mutually agreed by us:

1. Company will provide intensive Medical coding training for 2 months from the Date of training on boarding. You Will be paid a stipend of RS.5000 for both the months which will be credited to you along with your first and Second month salary post clearing the CRC (Certified Risk Adjustment Coder by AAPC) Certification. If you do not Clear the final training assessment you will not be absorbed in our rolls and the company does not owe you Anything.
2. Please be informed that it is an international certification and post the training, based on our internal evaluation the organization shall sponsor for the examination. Thereafter, your salary is subject to increase with annual appraisals based on the performance every year.
3. Under special circumstances, based on the organizational requirements, we can also absorb associates who have not cleared CRC certification. In that case, monthly CTC will be Rs.15,000(subject to increase with appraisals based on the performance of the candidate.
4. You will be joining us in our Chennai Branch at the below mentioned address:

Visionary RCM, 3<sup>rd</sup> Floor, Block 1B, DLF Info City Chennai Ltd, No1/24 Shivaji Gardens,  
Mount Poonamallee Road, Manapakkam, Chennai-600089.

Yours faithfully,  
For Visionary RCM Infotech (India) Private Limited

*Renuka Devi S*  
Renuka Devi S  
VP-HR&Compliance.

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 077

**Visionary RCM Infotech (India) Private Limited**

Regd. and Cor. Office: 35/16, Giri Road, T. Nagar, Chennai - 600 017. Tel: +91-44-8345163 Fax: +91-44-28345162  
E-mail: info@visionaryrcm.com URL: www.visionaryrcm.com  
CIN - U72300TN2006PTC060301



OFFER LETTER

Date:11/02/2019

Place: Chennai

Dear Malathika M,

Congratulations, we are pleased to inform you that further to your excellent performance in subsequent interviews you had in OPPO Campus Recruitment 2019, you have been selected as Sales Trainer in Training Department. Your workplace will be Chennai.

You will be under a learning and development period of 2 months from the date of joining. During your learning period you will be deployed as OPPO New Trainee(ONT), your gross salary during your learning period will be Rs.12,000/- After successful completion of your learning period, your designation will be confirmed as Sales Trainer. Your Gross Salary during this period will be Rs.15,000/- Allowance Rs.3000/-

As Sales Trainer, you will be under probation period (1-3 months). After your successful completion of your probation period, you will be eligible for Gross Salary of Rs.15,000/-, KPI of Rs.5000(Max 100%)- and Allowance of Rs.3000/-

The company also provides employee benefits such as, Statutory benefits such as - ESI & PF, Group Personal Accident Insurance, Training with pay, yearly twice promotion chance, Employee welfare Gifts, Team building activities, Festival gifts.

Please note that matters concerning salary & benefits are to be treated in strict confidence between you and the company and should not be divulged to anyone else.

You are requested to bring the below mentioned documents for your joining process on 01/07/2019.

1. Aadhar Card (Mandatory)
2. Bank Passbook/Cancelled Cheque leaf (Mandatory)
3. Pan Card
4. 3-Passport size photographs
5. Educational Documents (Photocopies)
6. Experience letter (If any)

Welcome to OPPO. We look forward for mutually rewarding professional relation with you.

For BRO MOBILE TRADING PVT LTD

*Nancy*

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 025

THE UNIVERSITY OF CHICAGO  
LIBRARY  
540 EAST 57TH STREET  
CHICAGO, ILL. 60637  
TEL: 773-936-3200

Date :14/03/2019

To  
Malavika Mohanarangam  
(Code: CAN409327)

**Provisional Offer Letter**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Junior Research Analyst**. Your services are being deputed to **Excelra Knowledge Solutions Private Limited** on the following terms and conditions:

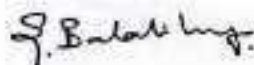
- Your employment will be valid from 14/03/2019 to 19/03/2019, unless and until it is specifically extended in writing by Randstad India Pvt Ltd. You are informed to accept the offer within the validation period.
- Your Salary Gross will be INR 214,404.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medidaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. Copy of both
    - Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries. Wishing you the very best!

Yours truly,  
**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

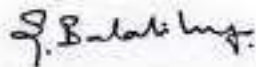
**Annexure I: Salary Breakup**

Component	Monthly	Yearly
Basic	12,000.00	144,000.00
House Rent Allowance	4,867.00	58,404.00
Statutory Bonus	1,000.00	12,000.00
<b>Gross Salary</b>	<b>17,867.00</b>	<b>214,404.00</b>
Employer's Contribution to ESI	581.00	6,972.00
Employer's Contribution to EPF	1,440.00	17,280.00
Insurance	112.00	1,344.00
<b>CTC (Cost to the company)</b>	<b>20,000.00</b>	<b>240,000.00</b>
Employee's Contribution to EPF	1,440.00	17,280.00
Employee's Contribution to ESI	135.00	1,620.00
<b>Net take home = (Gross salary- Total deduction)</b>	<b>16,292.00</b>	<b>195,504.00</b>

\* Income tax, Professional tax and LWF as applicable will be deducted.

\* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

For Randstad India Pvt Ltd.



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

**Registered Office :**  
 Randstad India Private Ltd  
 Randstad House,  
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
 Nungambakkam, Chennai 600 005.  
 P +91 (0) 44 66227000 F +91 (0) 44 66227474  
 www.randstad.in

*B. Kalpane*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
 GOVRIVAKKAM, CHENNAI - 600 073.

23-Jul-2019

Dear MALAVIKA R,

We are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT at Level - 1 of our Company.

Components	Components Rs. Per annum
Basic	81,000
Supplementary Allowance	99,000
Employer's Contribution to PF	21,600
Statutory Bonus	7,000
Gratuity	3,894
Flexible Compensation Pay	57,506
<b>Total Fixed Pay</b>	<b>270000.00</b>

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above-mentioned sources.

Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti- Bribery Law and the Anti-Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

*B. Kalpana*  
**PRINCIPAL**

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
COWRIVAKKAM, CHENNAI-600 073.

You are required to submit the requisite documents & proofs of successful completion of your graduation course within 6 months of joining the organization.

We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,

*Subhashish Banerji*

**Subhashish  
Banerji Executive  
Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.**

*B. Kalpave*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 079.**

*[Faint, illegible text]*

**Date: 14-Dec-18**

**Dear Malini,**

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakh Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,26,000/-** (Rupees Two Lakh Twenty-Six Thousand Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24,000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 56768000 ,www.csscorp.com

*B. Kalpana*  
**PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.**



We look forward to having you on board on between June to August'19.

As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to [campus.career@csscorp.com](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

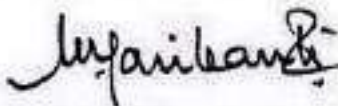
The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

**Date** \_\_\_\_\_

**For CSS Corp Private Limited**

**Welcome to CSS Corp Private Limited**



**P R Manikantan**

Senior Director, Campus and Institutional Alliances

**PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073**

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000 ,[www.csscorp.com](http://www.csscorp.com)



LETTER OF EMPLOYMENT

10<sup>th</sup> December 2018

Mr. Mangalyarkarasi J  
Prince Shri Venkateshwara Arts and Science College, Chennai.

Dear Mangalyarkarasi,

With reference to your application and the subsequent discussions we had, we are pleased to offer you a **provisional appointment in Netcon Technologies India Pvt. Ltd** as

The following are the terms and conditions:

1.You will be paid a total remuneration of INR 2,85,000 (Rupees Five Lakhs and Eighty-Five Thousand Only) per annum. All taxes and levies as applicable will be borne by you.

2.You will be on probation during the first 6 months of your joining the company. Your confirmation is subject to evaluation of your performance at the end of the probation period. During this period, you are eligible for 6 days of paid leave.

3. You are required to join the company on or before 11.07.2019. The detailed terms and conditions of your appointment shall be communicated to you on the date of joining. If you do not join on or before the above-mentioned date, this offer stands nullified unless the joining date is extended in writing by the company.

4. You will initially report to Ms. Senthil Vadivu Mahalingam, Director. Your reporting is subject to change at the discretion of the Company.

5.Your initial place of posting shall be at Coimbatore. However, you may be transferred or deputed to other locations anywhere in India and abroad at the discretion of the Company.

6. During the term of employment with Netcon, you will not represent, handle /otherwise undertake any other business activity. It is clearly understood that you will devote your full working time exclusively to Netcon management, delivering lectures or training programs either alone or in partnership outside of Netcon, or be directly or indirectly employed with any business, trade or profession whatsoever as a principal or agent or otherwise. Breach of this condition shall lead to termination of your services by the company without any notice or compensation.

7. This agreement may be terminated by providing a notice in writing. As per our current policy, the notice period is 1 month for employees on probation and 2 months for employees who have been time to time and you will be communicated of those changes in a timely manner. Retirement age at Netcon is 60 years completion as per official date of birth records.

8. Upon joining the company you are entering into confidentiality undertaking and upon termination of your employment, you will return to the company all papers & documents or other property which may be at that time be in your possession relating to business or affairs of the company or any of its associates or branches of their clients and will not retain any copies or extracts therefrom.

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI-600 073

Netcon Technologies India Pvt Ltd.  
No.2 (Old No.133) Kattoor Road, PN Palayam, Coimbatore, INDIA  
Phone: +91 422 2241012 E-mail: info@netcon.in



9. Upon acceptance of this offer, you may send the following joining documents to Netcon Technologies India Pvt Ltd., No.523/3, Bushido Towers, Near Kurinji Hospital, Avinashi Road, Nava India, Coimbatore 541 028 on or before the date mentioned above:

- 4 Passport size colour photographs
- Proof of Academic & Technical qualification
- Certificates starting from 10<sup>th</sup> to the recent qualification along with their photocopies,
- Residence Address Proof
- ID Proof and PAN Card
- Appointment/Offer letter

Please sign a copy of this letter as a token of your acceptance of the terms and conditions contained in this offer of provisional appointment letter and return the same to us within 2 days of receipt.

We look forward to welcoming you to Netcon family.

we assure you an interesting and rewarding career with Netcon Technologies!

Yours sincerely,

For Netcon Technologies India Pvt Ltd

**Senthil Kumaran S**  
Manager - HR & Admin

I agree and accept the employment on the terms and conditions mentioned in this letter. I consent that the details furnished, and documents submitted by me for employment with Netcon is subject to background verification and the company has rights to take appropriate action based on the outcome of the verification.

I shall join on: 10.06.2019

Signature & Date:

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

Congratulations

Welcome to the Family of Eureka Forbes!!

Date: 13/6/2019

Dear Mr/Ms MANGAYARKARASE - E

This has reference to the interview you recently had with us. We are pleased to welcome you to The Eureka Forbes family, and offer you the position of CSS/TE/Sr.TE based with remuneration of **Rs.11,200/- per month**

You are requested to report to the following address on 15/6/2019 at 10.00A.M, for your induction & Training.

The following documents are essential to process your appointment with us, requesting you to Carry the same on the date of joining.

1. 02 reference letters from well-known citizens (other than your friends, relatives and teachers) vouching your character and conduct (with contact number).
2. 03 stamp size colour photographs (with neck tie).
3. One family photograph.
4. Copies of your educational certificates (from SSLC onwards) along with the originals (for verification).
5. Blood group certificate.
6. Copy of your election card/passport/family ration card.
7. PAN card Copy.
8. Past Company Relieving Order.

Kindly sign our register as a token of your acceptance.

In case of any queries or clarification, please do not hesitate to contact

Mr. S. SATHYA Contact No: 9710421896

We look forward to a mutually beneficial association and supporting you in your career aspirations)

Yours faithfully,  
For Eureka Forbes Limited



Authorized Signatory



Regional Office: C & D-5, Level-V, Anmol Palani, No.98, G.N. Chetty Road, T.Nagar,  
Chennai-600 017.Tel:044-30289250,30289260, Fax:044-30289244.

**Eureka Forbes Limited.**

Corporate Head Office:

B1/B2,701, Marathon Innova,

OFF: Ganpatrao kadam Marg

Lower Parel, Mumbai-400 013.

Website: <http://www.eurekaforbes.com>

  
PRINCIPAL

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE**  
GOWRIVAKKAM, CHENNAI - 600 073.

Date :14/03/2019

To  
ManiBharathi Selvam  
(Code: CAN409389)

**Provisional Offer Letter**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Junior Research Analyst**. Your services are being deputed to **Excelra Knowledge Solutions Private Limited** on the following terms and conditions:

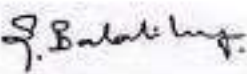
- Your employment will be valid from 14/03/2019 to 19/03/2019, unless and until it is specifically extended in writing by Randstad India Pvt Ltd. You are informed to accept the offer within the validation period.
- Your Salary Gross will be INR 214,404.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medidaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. Copy of both
    - Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries. Wishing you the very best!

Yours truly,  
**For Randstad India Pvt Ltd.**

  
**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

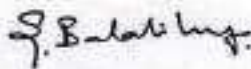
**Annexure I: Salary Breakup**

Component	Monthly	Yearly
Basic	12,000.00	144,000.00
House Rent Allowance	4,867.00	58,404.00
Statutory Bonus	1,000.00	12,000.00
<b>Gross Salary</b>	<b>17,867.00</b>	<b>214,404.00</b>
Employer's Contribution to ESI	581.00	6,972.00
Employer's Contribution to EPF	1,440.00	17,280.00
Insurance	112.00	1,344.00
<b>CTC (Cost to the company)</b>	<b>20,000.00</b>	<b>240,000.00</b>
Employee's Contribution to EPF	1,440.00	17,280.00
Employee's Contribution to ESI	135.00	1,620.00
<b>Net take home = (Gross salary- Total deduction)</b>	<b>16,292.00</b>	<b>195,504.00</b>

\* Income tax, Professional tax and LWF as applicable will be deducted.

\* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

For Randstad India Pvt Ltd.



Authorized Signatory

Balakrishnan S

Head - HRSSC

**Registered Office :**

Randstad India Private Ltd  
 Randstad House,  
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
 Nungambakkam, Chennai 600 026.  
 P +91 (0) 44 66227000 F +91 (0) 44 66227474  
 www.randstad.in

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
 GOWRIVAIPKAM, CHENNAI - 600 073.



**RP - Sanjiv Goenka  
Group**  
Growing Legacies



**Date:** February 16<sup>th</sup>,  
2019

**Sub: Offer of Employment**

Dear Manikandan,

We are pleased to make you an offer of employment at First source Solutions Limited ("Company"), for the position of **CSA, H2** at the company's Chennai office.

The break-up of the salary offered is provided below.

COMPONENT	AMOUNT (Rs)
Basic	5,000.00
House Rent Allowance	2,500
Special Allowance	2,261
Statutory Bonus/ Incentive/ Ex-Gratia *	2,452
<b>GROSS SALARY</b>	<b>12,213</b>
PF (12% of Basic) - Co. Contribution	600
Gratuity(4.8% of Basic)*	240
ESI (3.25% of Gross) - Co. Contribution	461
<b>RETIRALS</b>	<b>1,301</b>
<b>Conduct Incentive p.m</b>	<b>2,465</b>
<b>SALARY (p.m.)</b>	<b>15,979</b>
<b>SALARY (p.a.)</b>	<b>191,748</b>

**A. Statutory Applicability and other Allowances:**

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

**B. Appointment Details:**

<b>Date of joining</b>	2 <sup>nd</sup> JULY 2019
<b>Time of joining</b>	1:00:00 PM

Statutory deductions & payments will be applicable in accordance with your eligibility under law. Any incentive / performance / variable; pay will be applicable as per your eligibility under company policies.

You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

*B. Kalra*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
COWRIVAKKAM, CHENNAI-600 074

Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till July 20<sup>th</sup>, 2019 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one. Thanking You,

**For First source Solutions Limited**

\*\*\*\*\*



**Shahul Karim**  
**SVP - Human Resources**

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.





**SHRIRAM**  
Group

EMPOWERING PEOPLE THROUGH PROSPERITY

LETTER OF APPOINTMENT

Dear Mr/Ms. Mani kandan . H

Ref : Your application for the post of "MANAGEMENT TRAINEE" and subsequent interview had with us in your college premises .

We are pleased to inform you that you have been selected for the post "Management Trainee" in our organization with a gross CTC of 1.54 per annum.

In addition to the above, you shall be reimbursement of expenses incurred during travel due to the requirement of the field work.

You are requested to bring all the documents related to your education and join the Chennai office from 6<sup>th</sup> May 2019.

You shall be required to abide by the rules and regulations pertaining to office timings, attendance, discipline and other general conditions of the Organization.

Please sign a copy of this letter as a token of your acceptance and email a scanned copy of the same to us.

*Mani*

\_\_\_\_\_  
Candidate's Signature

*H. RAMESH*  
GENERAL MANAGER.

*B. Kalpana*  
PRINCIPAL

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.**

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Registered Office : 123, Angappa Naicken Street, Chennai 600 001  
Admin Office : Greams Dugar, 149, Greams Road, Chennai - 600 006. Ph : 044 - 42236000

# ARMSOFTECH PRIVATE LIMITED

C-9, Thiru Vi Ka Industrial Estate, Guindy, Chennai - 600 032.  
CIN:U72900TN2017PTC115929

Date: 4/2/2019

SUBJECT: OFFER LETTER

Dear Manikandan. T

Congratulations!

We are pleased to inform that you have successfully completed the interview process and been short-listed for an offer of employment with ARMSOFTECH PRIVATE LIMITED.

Your offer is conditional by providing all the documents on time to the satisfaction of the company.

Position selected for	Process Associate
Work Location	Chennai
Proposed Date of Joining	08/07/2019.
Salary (In CTC)	4,000 /-

Kindly bring the following credentials on the date of joining.

1. Passport Size Photographs.
2. Self attested copy of Address Proof-2 copies (Aadhar card-Mandatory, Voter's ID, Ration card, Passport, Driving License).
3. Copies of all educational certificates.

Note: If you don't have any marks sheet or certificate with you, you have to get a letter from your college!

4. Family Members Date of Birth Details.
5. Self attested copy PAN Card.

Note:

1. Your appointment is subject to satisfactory reference checks and clearance from any secrecy/service agreements that you may have executed, which could have a bearing on your working with us.
2. Letter of offer can be withdrawn by the Company if the candidate not joined at promised date
3. You are required to sign this indent, if the above two clauses has been satisfied.
4. Letter of offer valid only for 4 - Max - 19 from the date of issue.

  
FOR ARMSOFTECH PRIVATE LIMITED

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

T. Mini  
Acceptance

# Personiv

an eClerx company

21st March 2019

1st Floor  
Tidel IT Park  
ELCOT SEZ

Dear Ms.MANIMEGALAI P

Congratulations! We are pleased to confirm that you have been selected to work for Personiv Private Limited. We are delighted to make you the following job offer.

The position we are offering you is that of System Administor at a monthly salary of Rs.25,000/- with an annual cost to company Rs.3,00,000/-. This position reports to Senior System Admin, Mr. Sanjay. Your working hours will be from 08.30 AM to 5.15 PM.

We would like you to start work on June 2019. Please report to Senior System Admin, Mr. Sanjay, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 1" July 2019 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Personiv and look forward to working with you.

Sincerely,



Mr. Sanjay  
Senior System Admin  
Personiv

*B. Kalpane*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



# NUCTECH INDIA PRIVATE LIMITED

Formerly Known as Nucetech Security Solutions Pvt. Ltd.

Ref: NUC/HR/2019/OL/014

June 26, 2019

**Mr. V.Manisha**

Address: Old No. 597/1b, 4th Street, New No. 1/937, Kesavan  
Nagar, Madipakkam, Chennai - 600091.

With reference to your application and subsequent interview with our Head HR, we are pleased to offer you the position of **Technician** for **Chennai** Location in our organization. Your CTC will be Rs. 2,44,740/- per Annum.

You will be reporting to- Mr. Omprakash (Dy. General Manager - Service and Engineering: South India Region)

You are requested to report on or before **July 27<sup>th</sup>, 2019** at below mentioned address:

**M/s. Nuctech India Private Ltd.** Unit Nos. 005 & 006, 5th Floor, Palm Spring Plaza, Sector 54, Golf Course Road, Gurugram - 122003.

Note- Your employment offer will depend on the submission of all the employment documents in HR department and subsequent verification of those documents if any.

While joining, please bring the copies of all certificates and testimonials. The appointment letter will be issued after submission of all the joining related documents.

Thank You.

for: **Nuctech India Private Ltd.**



**Dr. Pushendra Singh**  
**General Manager - HR & Administration**

Regd. Off.: Unit No.5-6, 5th Floor, Palm Spring Plaza,  
Sec-54 Golf Course Road, Gurugram, HR 122003  
CIN: U74999HR2017PTC067892

*V. Manisha...*

DULY ACCEPTED WITH SIGNATURE

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

## Offer Letter

Name : Manju D  
College: Prince Shri Venkateshwara Arts and Science  
Dear **Manju D,**

Date:05, December 2018

Congratulations!

We are pleased to Offer you employment at **Worksbot Applications Pvt Ltd**. We feel that Your skills and background will be valuable assets to our team. Further to our discussion and the subsequent Interviews, you have been selected as "**J2EE Developer**".

After successful completion of performance evaluation of the project at the end of your Probation your Annual Total Compensation will be **INR 2,50,000 PA (Two Lakhs Fifty Thousand only)** at time of your probation period. After your probation period, you will be appointed as permanent employee as per the company norms.

Your services are transferable and you can be seconded or deputed by the company in any operation / projects or any other establishment in India, at the sole discretion of the management.

If found insubordination during probation and goes negligence of duties for which you are making yourself liable for necessary action or corrective action up to and including discharge.

We will inform you the D.O.J after completing your internship. At this time of joining please submit the photocopy of the following documents (Educational documents,5 Passport size photograph, Address proof and ID proof (Aadhaar Card, PAN Card)).

Regards,


Murali T  
Head- Human Resource

  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOVRIVAKKAM, CHENNAI - 600 073.



July 04,2019

ManjuPriya  
No.18A/123Nethaji Nagar Main Road,  
Chrompet,Chennai- 600044.

Dear Manju priya,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (hereinafter referred to as "Company") as **Technician - GBS Engineering in Grade 22**. You will be working in Night shift and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Chennai, subject to change as deemed by the company. We look forward to having you on board on **July 15,2019** at 8.30am at our Chennai office. The address is:

Flextronics Technologies India Pvt. Ltd  
Global Business Services, 6th Floor,  
Campus 5, RMZ Millennia Business Park,  
No. 143, Dr. MGR Road,  
Kandanchavadi, Chennai - 06.

Your Target Cash will be **INR 2,50,000/- per annum**. The enclosed annexure 1 would give you the breakup of your TTC. . Please note that this offer shall be valid subject to your clearing the Background verification check as per the Company's policies. As discussed, you will be issued a detailed appointment letter once you submit the provisional certificate from the college. Your employment will be governed by the terms of the appointment letter issued to you. The provisional certificate copy needs to be submitted within 3 months from the date of joining or 15 days from the announcement of results or date announced by the university thereof, whichever is earlier. You agree to sign an Undertaking at the time of joining & will have to abide by the terms mentioned in the same. You would be reporting to **Rajesh Kumar Rajappan, Manager - GBS Engineering** on the date of joining; reporting is subject to change post joining, if required.

Please bring along the original & 2 copies of the below documents with you on your date of joining:

1. Aadhaar Card Copy
2. Print out of this Offer letter.
3. Three passport size photographs (Formal Attire in White Background)
4. ID Proofs (Voter ID, Driving License, Passport, etc.)
5. PAN card details (Mandatory). If you have applied for a New PAN card, kindly provide copy of acknowledgement receipt that it has been applied.

We would appreciate your returning the duplicate copy of this offer letter with the annexure duly signed by you as a token of your acceptance. We look forward to having you on board with us at the earliest.

Thanking you,  
For Flextronics Technologies (I) Pvt. Ltd.  
Global Business Services

Yathi Venkatesh.

Human Resources

  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

**ANNEXURE 1**

Name: Manju Priya T  
 Designation: Technician - GBS Engineering  
 Grade: 22  
 Compensation Structure:

	Component	Annual (INR)	
A	Basic	59,630	Taxable Component
	House Rent Allowance	34,815	40% of Basic for Non Metro Cities 50% of Basic for Metro Cities
	Medical Reimbursement	15,000	Taxable Component
	Education Allowance	2,400	
	Conveyance	19,200	Taxable Component
	Special Allowance *	70,770	Taxable Component
	Other Allowance*	0	Taxable Component
	<b>Cash Pay</b>	<b>2,11,815</b>	
	Retirals		
B	P,F*	21,240	Employer Contribution
C	Gratuity		As per legislation
	<b>CTC</b>	<b>2,33,055</b>	
D	Target Bonus**	16,945	
	<b>Total Target Cash</b>	<b>2,50,000</b>	


ESIC and Gratuity would apply as per Government rules and laws. Employer contribution is over and above your TTC.

**Flexible Benefits Plan:**

Component	Maximum eligibility per annum	Criteria for claims
Gifts Card	Rs. 4,500/-	Annually
Meal Card	Rs. 26,400/-	Monthly

(\*) - Please note that the above is not an additional component, it will be deducted from Special Allowance / Other Allowance. If cards are availed, then the cash portion of your salary will reduce to extent of cards chosen and PF contribution may change as per government regulations.

(\*\*) - You are eligible to participate in the Flex Bonus Program and the target bonus is a percentage of your gross salary. Actual payout level is dependent upon company performance and in accordance with the bonus plan for your organization."

  
**PRINCIPAL**  
 PRINCE SHRI VENKATESHWARA  
 ARTS AND SCIENCE COLLEGE  
 GOWRIVAKKAM, CHENNAI-600 073



LETTER OF EMPLOYMENT

10<sup>th</sup> December 2018

Mr. Manjula I  
Prince Shri Venkateshwara Arts and Science College, Chennai.

Dear Manjula,

With reference to your application and the subsequent discussions we had, we are pleased to offer you a provisional appointment in Netcon Technologies India Pvt. Ltd as

The following are the terms and conditions:

- 1.You will be paid a total remuneration of INR 2,85,000 (Rupees Five Lakhs and Eighty Five Thousand Only) per annum. All taxes and levies as applicable will be borne by you.
- 2.You will be on probation during the first 6 months of your joining the company. Your confirmation is subject to evaluation of your performance at the end of the probation period. During this period, you are eligible for 6 days of paid leave.
3. You are required to join the company on or before 11.07.2019. The detailed terms and conditions of your appointment shall be communicated to you on the date of joining. If you do not join on or before the above-mentioned date, this offer stands nullified unless the joining date is extended in writing by the company.
4. You will initially report to Ms. Senthil Vaidiu Mahalingam, Director. Your reporting is subject to change at the discretion of the Company.
- 5.Your initial place of posting shall be at Coimbatore. However, you may be transferred or deputed to other locations anywhere in India and abroad at the discretion of the Company.
6. During the term of employment with Netcon, you will not represent, handle /otherwise undertake any other business activity. It is clearly understood that you will devote your full working time exclusively tent from Netcon management, delivering lectures or training programs either alone or in partnership outside of Netcon, or be directly or indirectly employed with any business, trade or profession whatsoever as a principal or agent or otherwise. Breach of this condition shall lead to termination of your services by the company without any notice or compensation.
7. This agreement may be terminated by providing a notice in writing. As per our current policy, the notice period is 1 month for employees on probation and 2 months for employees who have been time to time and you will be communicated of those changes in a timely manner. Retirement age at Netcon is 60 years, completion as per official date of birth records.
8. Upon joining the company you are entering into confidentiality undertaking and upon termination of your employment, you will return to the company all papers & documents or other property which may be at that time be in your possession relating to business or affairs of the company or any of its associates or branches of their clients and will not retain any copies or extracts therefrom.

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 072



Netcon Technologies India Pvt Ltd.  
No.2 (Old No.113) Kaffar Road, PV Palayam, Coimbatore, INDIA  
Phone: +91 427 2241012 E-mail: info@netcon.in



3. Upon acceptance of this offer, you may send the following joining documents to Netcon Technologies India Pvt Ltd., No 523/3, Bushido Towers, Near Kurinj Hospital, Avinashi Road, Nava india, Coimbatore 641 028 on or before the date mentioned above:

- 4 Passport size colour photographs
- Proof of Academic & Technical qualification
- Certificates starting from 10<sup>th</sup> to the recent qualification along with their photocopies.
- Residence Address Proof
- ID Proof and PAN Card
- Appointment/Offer letter

Please sign a copy of this letter as a token of your acceptance of the terms and conditions contained in this offer of provisional appointment letter and return the same to us within 2 days of receipt.

We look forward to welcoming you to Netcon family.

We assure you an interesting and rewarding career with Netcon Technologies!

Yours sincerely,

For Netcon Technologies India Pvt Ltd

**Senthil Kumaran S**

Manager - HR & Admin

I agree and accept the employment on the terms and conditions mentioned in this letter. I consent that the details furnished, and documents submitted by me for employment with Netcon is subject to background verification and the company has rights to take appropriate action based on the outcome of the verification.

I shall join on: 13.06.2019

Signature & Date

15-12-2018

**B. Kalpana**  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

Date :14/03/2019

To  
 Manjula Kumaresan  
 (Code: CAN409365)

**Provisional Offer Letter**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Junior Research Analyst**. Your services are being deputed to **Excelra Knowledge Solutions Private Limited** on the following terms and conditions:

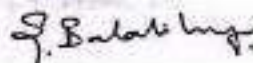
- Your employment will be valid from 14/03/2019 to 19/03/2019, unless and until it is specifically extended in writing by Randstad India Pvt Ltd. You are informed to accept the offer within the validation period.
- Your Salary Gross will be INR 214,404.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Mediclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aedhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. Copy of both
    - Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries. Wishing you the very best!

Yours truly,  
**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

**Registered Office :**  
 Randstad India Private Ltd  
 Randstad House,  
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
 Nungambakkam, Chennai 600 006.  
 P +91 (0) 44 66227000 F +91 (0) 44 66227474  
 www.randstad.in

*B. Kalpane*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
 GOWRIVAKKAM, CHENNAI - 600 073

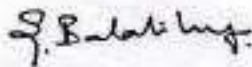
**Annexure I: Salary Breakup**

Component	Monthly	Yearly
Basic	12,000.00	144,000.00
House Rent Allowance	4,867.00	58,404.00
Statutory Bonus	1,000.00	12,000.00
<b>Gross Salary</b>	<b>17,867.00</b>	<b>214,404.00</b>
Employer's Contribution to ESI	581.00	6,972.00
Employer's Contribution to EPF	1,440.00	17,280.00
Insurance	112.00	1,344.00
<b>CTC (Cost to the company)</b>	<b>20,000.00</b>	<b>240,000.00</b>
Employee's Contribution to EPF	1,440.00	17,280.00
Employee's Contribution to ESI	135.00	1,620.00
<b>Net take home = (Gross salary- Total deduction)</b>	<b>16,292.00</b>	<b>195,504.00</b>

\* Income tax, Professional tax and LWF as applicable will be deducted.

\* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

For Randstad India Pvt Ltd.



Authorized Signatory

Balakrishnan S

Head - HRSSC



08 April, 2019

Manushiya P  
Email: manu56@gmail.com

Dear Manushiya,

We are excited to have you join the Maveric Family.

Over the past 21 years, we have been partnering with global and regional banking leaders to transform their business through emerging technology. By 2023, we aim to be recognised as top 3 niche, Bank-Tech transformation specialist in retail, corporate and wealth management domains by

- Gaining leadership through proven solutions for CXO challenges in the areas of Regulatory Reporting, Customer Experience, Customer Analytics, Cloud Enablement and Digital Operations.
- Becoming a partner of choice to 7 out of the top 15 Global banks and 15 out of top 50 regional banks and select Fintechs.
- Further invigorating our delivery model, talent nurturing process and customer centric culture that assures heightened customer mindshare and builds competitive differentiation.

Our investments towards talent led differentiation through continuous learning and development initiatives, as well as hire & nurture programs, have played a crucial role in our rapid growth and will be key to achieving our aim for 2025.

At Maveric, you will have ample opportunities to work with Marquee customers - global banking leaders at the forefront of technology adoption, on engagements that leverage new age tech stacks and challenge the status quo consistently for driving true banking technology transformation.

We have been investing heavily on superior avenues for continuous learning through nurturing programs, in-house academies, state of the art technology labs and industry academia partnerships. These combined with a culture of adventure and learning, encouraging individual freedom to learn, actively seek new insights, experiment and make mistakes, will help you move up the career path faster.

Finally, you will learn directly from exceptional leaders who are true banking technology thought leaders and committed to provide accelerated career growth through dedicated grooming initiatives. Significant investments and leadership expansion take place on an ongoing basis to ensure you work with quality customers, challenging projects and accelerate the learning curve.

Welcome to Maveric. We look forward to see you soon. You can count on us to Accelerate your Next.

**Maveric Systems Limited (Head Office & Regd. Office) :**

2nd Floor, 5th Block, DLF IT Park - SE2, 1/124, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Chennai - 600089.  
Phone: +91 44 4344 2500 | +91 44 4012 1212 | FAX: +91 44 2225 3001. Email: info@maveric-systems.com  
Website: www.maveric-systems.com | CIN No. U74140TN2000PLC045197

Please take time to carefully understand the remaining contents of this letter relating to your employment:

1. **Designation:** Graduate Trainee
2. **Level:** L1
3. **Base Location:** Your base location will be Chennai.
4. **Business:** You will be part of the Data Business which is headed by Muraleedhar Ramapai.
5. **Reporting:** You will be reporting to Salitha Nellayi Parambil, Associate Vice President at Maveric Systems on your date of joining.
6. **Compensation:** Your Annual Compensation would be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand Only)** paid in arrears on the last day of each month. Compensation will be reviewed on a yearly basis and your next review will be taken up in **June 2019**. Proposed Salary Structure is given in Annexure – 1. Your salary will be reviewed on an annual basis.
7. **Date of joining:** You will join **Maveric Systems on 11<sup>th</sup> June 2019** at our **Chennai Office**. An appointment letter would be issued with the actual date of joining post completion of joining formalities. You need to carry the following documents on the first day of work:
  - All Educational certificates (Mark sheets of 10<sup>th</sup>, 12<sup>th</sup>, UG, PG (if applicable) and Degree certificate of UG and PG (if applicable))
  - All previous company Experience certificates and Relieving letters
  - Last 3 months payslips of the previous company
  - Photocopy of Passport, Aadhar Card and PAN Card
  - 8 passport size colour photographs (white or grey background)
  - Marriage Certificate (If applicable)**These documents are mandatory to complete the joining formalities without which your employee ID will not be generated.**
8. **Roles:** Your roles and responsibilities as a Graduate Trainee are provided in Annexure iv.
9. **Probation Period:** You will be on probation for a period of 6 months from the date of joining, which will terminate automatically unless you receive prior intimation to the contrary.
10. **Work Hours:** The general work timings are 09:00 AM to 05:30 PM, Monday – Friday; however, the timings may differ based on your functions and responsibilities.

*B. Kalpana*  
Principal  
PRINCE SHRI VENKATESHWAR  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

Date: 20<sup>th</sup> April 2019

Ref: KML/Appointment /2019/012

To

Manya Krishnak.  
A/A, Nehru Nagar,  
Guduvancherry - 202

Dear Mr/Ms.

**Appointment Order**

With reference to your application, interview you has with us and our subsequent offer letter to join with us on 7.05.2019, we have pleasure in appointing you for the position of **Junior Micro Biologist** in our company on the following terms and conditions.

This appointment is subject to all other terms and conditions mentioned in the offer letter. The place of posting will be at our Research Lab located at Door No.220/2, Earikkarai Street, Alapakkam, Chengalpet, District, Chennai-63.

The particulars of your CTC are as under

MONTHLY	ANNUAL
Rs.13,000	Rs.1,36,000

You are required to return the copy of this letter of appointment duly signed by you as a token of your acceptance of all the terms and conditions.

Wishing you a happy rewarding career with us

For KATTCHAMMAL RESEARCH LABS PVT. LTD.

**K.ESWARAN**  
Managing Director



**DECLARATION BY THE EMPLOYEE**

I accept the offer and appointment along with all the terms and conditions mentioned

Date: 20/4/2019.

Manya Krishnak.  
Signature of the Employee

No.220/02, Earikkarai Street, Allappakkam, Chennai- 600 063  
Cell : 9500195986, 9952111623 Email : kattchammallabs@gmail.com

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

Date: 16<sup>th</sup> of Dec '19  
Name: Mary Martina B



Sub: Letter of Offer

Dear Mary Martina B,

We are pleased to offer you the position of **Customer Care Executive**. You shall report for a comprehensive training program on May/June/July 2019 at 10.00 AM.

Your monthly CTC will be Rs.11,100/-. The details of your salary break up are provided to you in the annexure.

The offer is subject to:

- You submitting the degree certificate and all your mark sheets at the time of joining.
- A satisfactory reference from the list of referees furnished by you at the time of joining.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the company.
- Submission of satisfactory proofs regarding information declared by you, i.e., your age, educational qualification, previous work experience and relieving letter from your last employer etc.

You will be under training which will vary for a period from 2 to 8 weeks depending on the performance and the project that you would be assigned. Your continuity in the organization is subject to successful clearance of training evaluation.

You will be on probation for a period of 6 months and will be confirmed on rolls upon successful completion of the probation (The probation is inclusive of the training period).

We are looking forward to you building a successful career with ALLSEC.

Best Wishes,

For Allsec Technologies Limited,

Authorized Signatory  
Human Resources Department

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 072

**ALLSEC TECHNOLOGIES LTD.**

Regd. Office: 46-B, Velachery Rd, Nehru Nagar, Velachery, Chennai, Tamil Nadu 600042.

Tel: +9144,4299 7070 web: [www.allsectech.com](http://www.allsectech.com)

Corporate Identity Number : L72300TN1998PLC041033, Email : [contactus@allsectech.com](mailto:contactus@allsectech.com).

# Personiv

an eClerx company

21st March 2019

1st Floor  
Tidel IT Park  
ELCOT SEZ

Dear Ms.MATHANIKA G

Congratulations! We are pleased to confirm that you have been selected to work for Personiv Private Limited. We are delighted to make you the following job offer.

The position we are offering you is that of System Administor at a monthly salary of Rs.25,000/- with an annual cost to company Rs.3,00,000/-. This position reports to Senior System Admin, Mr. Sanjay. Your working hours will be from 08.30 AM to 5.15 PM.

We would like you to start work on June 2019. Please report to Senior System Admin, Mr. Sanjay, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 1<sup>st</sup> July 2019 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Personiv and look forward to working with you

Sincerely,



Mr. Sanjay  
Senior System Admin  
Personiv

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
G. PRIVAKKAM, CHENNAI - 600 073.



March 13, 2019

**MEENA G R**

**Subject:** Offer of Employment

Dear **MEENA G R**,

We thank you for exploring career opportunities with Guidehouse India. You have successfully completed our selection process and we are pleased to make you an offer of employment.

You have been selected for the position of **Associate-AR**. Your Cost to Company, CTC, which includes all Benefits, will be **Rs. 2,50,000 per annum** as detailed in Annexure 1.

Your appointment is effective from the date of joining, which shall be on or be **June 03, 2019**.

Your initial place of posting will be at the temporary office in Chennai (The Hive, SRP Stratford, No.5, Rajiv Gandhi Salai, Kottivakkam, Chennai- 600041). However, during your employment with us, depending upon the requirements of Company's business, you may be posted /transferred to any other units, group companies, offices, or clients of the group, either in existence or would come into existence, either in India or abroad at the sole discretion of the company.

Guidehouse India operations are on a 24/7 schedule which means that you will periodically be required to Work on night shifts. In addition, if the situation so demands, you may sometimes be called upon to extend your Normal work shift into the next shift.

You will be on a six (6) month probation period from the date of joining. Upon successfully completing The probation period and after an evaluation of your performance, your service continuation may then be Confirmed in writing by management.

In the event you tender your resignation with the company, you will be required to give 2 months' notice or An amount equivalent in lieu thereof.

You will also execute a Service, Non-Disclosure and confidentiality Agreement as applicable to employees of your category, from time to time, which aims to protect the intellectual property rights and business information of Guidehouse India and its Clients.

At the time of your joining, kindly bring the following original documents for verification along with a Photocopy, which would be retained for our records:

1. Photographs (8 Passport size plus 1 stamp size)
2. S.S.L.C and H.S.C. Mark sheets or equivalent
3. Graduation/Post Graduation Certificate and mark sheets for all semesters.

Handwritten text, possibly a signature or date.

Handwritten text, possibly a name or address.

Handwritten text, possibly a name or address.

Handwritten text, possibly a name or address.

6th Mar 2019

Ms.Meena K

Chennai

Subject: LETTER OF OFFER

Dear Meena

We thank you for your interest in discussing an opportunity to be a part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of Just Dial Ambassador, you will be on probation for a period of six months from the date of joining.

The annual compensation calculated on cost to company will be INR 2,50,000/-

Your place of position will be Chennai.

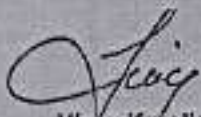
As a part of your joining formalities, a complete verification of your identity documents and your background will be done, on successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

You are requested to sign a copy of this letter as token as acceptance.

We look forward your joining to the JUST DIAL Team and wish you a long and fulfilling career with the Organisation.

For Just Dial Ltd



Vinay Kuralla  
Head - Human Resources, Chennai

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 073.

## Just Dial Limited

CIN NO: L74140MH1993PLC150054

No 104-107 Temple Steps, B & C Block 3rd Floor, Anna Salai, Little Mount, Saldapet, Chennai - 600015. Phone : 044-4210 0000

Registered & Corporate Office : Palm Court Building M, 501/B, 5th Floor, New Link Road, Besides Goregaon Sports Complex, Malad West, Mumbai - 400064

Tel : 022-28884060 / 66976666 • Fax : 022-28823789

Mumbai, Delhi, Kolkata, Chennai, Bangalore, Pune, Hyderabad, Ahmedabad, Coimbatore, Jaipur and Chandigarh

☎ 88888-88888 | [www.justdial.com](http://www.justdial.com)



LETTER OF EMPLOYMENT

10<sup>th</sup> December 2018

Mr. Meenakshi Haldar D,  
Prince Shri Venkateshwara Arts and Science College, Chennai

Dear Meenakshi Haldar,

With reference to your application and the subsequent discussions we had, we are pleased to offer you a provisional appointment in Netcon Technologies India Pvt. Ltd as

The following are the terms and conditions:

1. You will be paid a total remuneration of INR 2,85,000 (Rupees Five Lakhs and Eighty-Five Thousand Only) per annum. All taxes and levies as applicable will be borne by you.
2. You will be on probation during the first 6 months of your joining the company. Your confirmation is subject to evaluation of your performance at the end of the probation period. During this period, you are eligible for 5 days of paid leave.
3. You are required to join the company on or before 11.07.2019. The detailed terms and conditions of your appointment shall be communicated to you on the date of joining. If you do not join on or before the above-mentioned date, this offer stands nullified unless the joining date is extended in writing by the company.
4. You will initially report to Ms. Senthil Vadivu Mahalingam, Director. Your reporting is subject to change at the discretion of the Company.
5. Your initial place of posting shall be at Coimbatore. However, you may be transferred or deputed to other locations anywhere in India and abroad at the discretion of the Company.
6. During the term of employment with Netcon, you will not represent, handle /otherwise undertake any other business activity. It is clearly understood that you will devote your full working time exclusively tent from Netcon management, delivering lectures or training programs either alone or in partnership outside of Netcon, or be directly or indirectly employed with any business, trade or profession whatsoever as a principal or agent or otherwise. Breach of this condition shall lead to termination of your services by the company without any notice or compensation.
7. This agreement may be terminated by providing a notice in writing. As per our current policy, the notice period is 1 month for employees on probation and 2 months for employees who have been time to time and you will be communicated of those changes in a timely manner. Retirement age at Netcon is 60 years completion as per official date of birth records.
8. Upon joining the company you are entering into confidentiality undertaking and upon termination of your employment, you will return to the company all papers & documents or other property which may be at that time be in your possession relating to business or affairs of the company or any of its associates or branches of their clients and will not retain any copies or extracts therefrom.

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIWAKKAM, CHENNAI-600 073

Netcon Technologies India Pvt Ltd,  
No 2 (Old No. 133) Kallur Road, Pillaiyaram, Coimbatore, INDIA  
Phone: +91 422 2241012 E-mail: info@netcon.in



9. Upon acceptance of this offer, you may send the following joining documents to Netcon Technologies India Pvt Ltd, No 523/3, Bushido Towers, Near Kurinji Hospital, Avinashi Road, Nava India, Coimbatore 641 028 on or before the date mentioned above:

- 4 Passport size colour photographs
- Proof of Academic & Technical qualification
- Certificates starting from 10<sup>th</sup> to the recent qualification along with their photocopies.
- Residence Address Proof
- ID Proof and PAN Card
- Appointment/Offer letter.

Please sign a copy of this letter as a token of your acceptance of the terms and conditions contained in this offer of provisional appointment letter and return the same to us within 2 days of receipt

We look forward to welcoming you to Netcon family.

We assure you an interesting and rewarding career with Netcon Technologies!

Yours sincerely,

For Netcon Technologies India Pvt Ltd

**Senthil Kumaran S**

Manager - HR & Admin

I agree and accept the employment on the terms and conditions mentioned in this letter. I consent that the details furnished, and documents submitted by me for employment with Netcon is subject to background verification and the company has rights to take appropriate action based on the outcome of the verification.

I shall join on: 11.05.2019

Signature & Date:

  
11/12/2018

**B. Kalpana**  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
OSWRIYAKKAM, CHENNAI-600 073.