



PROVISIONAL OFFER LETTER

College Name: Prince Shri Venkateshwara Arts & Science College
Date: 26-March-2021

Dear Sankari R (B.A Eng)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition
Sutherland**

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

This is digitally generated soft copy hence signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 8th floor, Chennai, Tamil Nadu, PIN 600063

Letter of Appointment

Ref/HR/App/Vis
18th June 2021

Mr. Sanker G
No: 14, Jayaprakash Nagar,
Madambakkam 601301.

Dear Mr. Sanker,

We are pleased to appoint you as a member of the professional staff of PKF Sridhar and Santhanam LLP, Chartered Accountants on position of "Trainee Analyst" with effect from 21st June 2021.

You will be paid a consolidated stipend of Rs. 30,000 per month during the training period.

Your base location will be Chennai.

Reporting Partner:

HR will communicate in due course your Reporting Manager and you need to always report to your manager. Your Reporting Partner for administration purposes will be Ms. Aparna Jayendran. (Chennai)

Familiarisation:

The familiarization period of one month will allow you to adjust and adapt to the job demands and the work situation, while at the same time, allowing the Firm to observe whether you will be able to meet the job specifications and demands.

Confirmation:

A performance assessment will be carried out at the end of the one-year probationary period (inclusive of 1-month familiarisation period) from your date of joining, and subject to satisfactory performance, your services will be confirmed.

An amount of ₹1000 will be recovered from your Full & Final Settlement against Medical & Background Verification if the employment is terminated within 6 months of service.

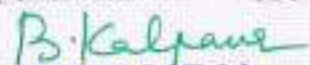
All the terms and conditions of the firm as stated in Annexure I would apply to you.

For PKF Sridhar & Santhanam LLP,
Chartered Accountants


Partner




Employee Signature


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



Venture Lighting India Limited

Plot No. A30, D5, Phase - II, Zone B, Mepz, Tambaram,
Chennai - 600 045. Cell : 93818 53633

19-04-2021

Mr. Santhosh Kumar K

Prince Shri Venkateshwara Arts and Science College

Dear Santhosh Kumar,

We are delighted to offer you the position of Operations Executive at Venture Lighting India Limited. The detail of your appointment as follows:

Position: Operations Executive

Location: Tambaram, Chennai

Start Date: 15-05-2021.

Salary: 2,20,000 per annum

To accept this offer, please sign and date this letter and return it to us no later than 25-04-2021.

We look forward to your acceptance of this offer and to having you join our team.

Sincerely,

Human Resources - Head

I, Santhosh Kumar, accept the offer of employment as described in this letter.

Signature: Santhosh Kumar

Date: 6-4-21

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



APPOINTMENT LETTER

03 August, 2021

Dear **Santhosh D,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Processor** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Chennai**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 102054**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

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

ANNEXURE I

Name	Santhosh D
Designation	Processor
Date Of Joining	25 August, 2021
Level	AA
Basic	102054
House Rent Allowance	51027
Bonus	20411
WBP	51083
PF	18353
Gratuity	4909
ESI	7299
Target Cost To Company (per Annum)	255136

**Provident fund- Where basic is higher than INR 15,000 p.m.- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 p.m.- Minimum of 12% of (Basic + WBP + Additional (where applicable) or INR 1800 p.m.

**You may be entitled to Shift Bonus as per applicable policies. The said Shift Bonus may range from Rs. 0 to Rs.1250 per month for domestic accounts and from Rs. 0 to Rs. 2500 per month for international accounts. The Shift Bonus shall be subject to applicable taxes.

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



S.K.BIOTECH

No.154/4, Silvaigiri Road, Senthapatti,
Tamil Nadu 636110.
04282 227371
skbiotech@gmail.com

30th April 2021

PROVISIONAL LETTER OF OFFER

To

Saranya A

Prince Shri Venkateshwara Arts and Science College

Dear Saranya,

Congratulations! With reference to the campus interview you had with us, we are pleased to offer you a position as Research Technician in the Chennai Office.

Your annual Compensation will be a sum of 1,50,000. The breakup of this will be provided on final offer letter.

Your first day of office will be June 02, 2021.

Note:

As an employee of S K Bio Tech, you are expected to abide by our Code of Conduct, which includes ethical behavior, honesty, respect for others, and compliance with all laws and regulations. You will also be required to sign a Non-Disclosure Agreement (NDA) to protect the confidential information of the company.

We require that you have a Bachelor's degree in a life science or a related field, and at least [Insert Years of Experience] of relevant experience in a laboratory environment. Additionally, you should have excellent attention to detail, strong analytical and problem-solving skills, and the ability to work independently and as part of a team.

We look forward to you joining our company.

Sincerely,

Priya Kamalesh

Manager - HR

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

BIG TREE BIOTECH

No.2nd Street, Govindaraj Alamelu, Vivekananda Nagar,
Lakshmi Ammal Nagar, Korattur, Chennai, Tamil Nadu 600076

+044 27274200

bigtreebt@gmail.com

LETTER OF APPOINTMENT

11-Mar-2021

Ms. Saranya B
Prince Shri Venkateshwara Arts and Science College
Chennai

Dear Saranya,

We are pleased to offer you the position of Clinical Technician at Big tree Biotech. This position reports directly to the Mr. Amarnath Sateesh, Clinical Manager and will be based at our Chennai facility. We believe that your skills, experience, and education make you a valuable addition to our team.

Your starting salary will be 1,14,000 Lakhs per year. You will be eligible for a review of your compensation after 6 months of employment. The review will be based on your performance and contribution to the company.

Your employment will begin on 01st June 2021. You will be expected to work 40 hours per week. Your work schedule will be 10.00 AM to 6.00 PM.

As a Clinical Technician, You will be required to maintain a high level of accuracy, work independently, and maintain confidentiality at all times. Big tree Biotech offers a comprehensive benefits package, including health insurance, dental insurance, vision insurance, and savings plan. Details of the benefits package will be provided upon commencement of employment.

As a condition of employment, you will be required to sign an Employee Confidentiality and Non-Disclosure Agreement. The agreement states that you will not disclose any confidential information about Big tree Biotech or its clients or customers to any third party.

Please review this offer letter carefully. If you are accepting this position, please sign and return the letter by 18th March 2021.

We look forward to having you join our team!

Sincerely,




Manager

I accept the offer of employment as described in this letter.


[Saranya B]

Date: 5/5/21


PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
VAKKAM, CHENNAI-600 076

LETTER OF APPOINTMENT

Date: 5th July 2021

Dear Saravanan A

Employee ID: 1359

Further to your application for employment, and the subsequent interviews you had with us, we are delighted to offer you a position **Executive - Online Sales Dept** with **Navia Markets LTD.**, on the following terms and condition:

1. Commencement of employment

Your employment will be effective from your date of joining, as on 5th - July -2021

2. Salary

Your Position will carry a CTC Compensation Rs: 208957/- (Rs: Two lakh eight thousand nine hundred fifty seven only) per annum, other details and benefits will be as set out in Annexure I, below.

3. Working Day/Hours

Monday to Friday the working hours are from [09.00 AM] to [06.00 PM] and on Saturday [on 1st, 4th, & 5th] the working hours are from [10.00 AM] to [05.00 PM], 2nd and 3rd Saturday's and Sunday's are Leave/Holiday.

The working hours are designed to meet and exceed customer requirement, if necessary the employee may be required to extend for additional hours depending on your responsibilities.

4. Leave/Holidays

You will be eligible for leave in accordance to leave policy.

5. Probation

You will be on probation for a period of **Three months** from the date of joining and the same will be reviewed at the end of three months. You will be confirmed in your appointment depending upon your performance and at the sole discretion of the Management.

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

Registered & Corporate Office

NAVIA MARKETS LIMITED

'Ganga Griba' 4th & 5th Floor, No.9, Nungambakkam High Road, Chennai - 600 034.
T: +91-44 3918 9449, Fax: 044-28214169, E-mail: support@tradeplusonline.com, www.tradeplusonline.com, CIN:
U65993TN1994PLC010167 "Tradeplus" is the online brand of Navia Markets Ltd.

Your Salary Details are mentioned below as Annexure I

COMPENSATION SHEET		
Emp Name	Saravanan A	
Designation	Executive	
Department	Online Sales	
Date of Joining	5 th - July - 2021	
Reporting Manager	Ms. Shalini- Deputy Manager	
Salary Heads	Monthly	Annually
Basic	3000	36000
HRA	6750	81000
Special Allowance	5250	63000
Special Variable Allowance	As Per "Decide Your Pay" (DYP) scheme.	
Gross (A)	15000	180000
ESI Benefit @ 3.25% employer contribution	488	5850
PF-Employer contribution (12.5%)	1031	12375
Employer Contribution (C)	1519	18225
Paid leave (maximum limited to 12 days) ¹	500	6000
Annual Bonus (Monthly Basic) ²	250	3000
Gratuity Benefit (4.81% of basic) ³	144	1732
Total CTC (E)	17413	208957
Employee Contribution (B)	1103	13230
ESI Benefit @ 0.75% employee contribution	113	1350
PF-Employee contribution (12%)	990	11880
Net Amount (D = A-B)	13898	166770
Term Insurance (Sum Assured)	Rs. 2 Lakhs p.a	

Notes:

1. Paid leave can be encashed only if available at the end of the calendar year
2. The Annual bonus is provided for all confirmed employees and completed 6 months with the company
3. Gratuity benefit is provided where the employee resigns after providing continuous service for at least 5 years.

For Tradeplus online brand of Navia Markets Ltd,

D ASHOK KUMER
 Digitally signed by
 D ASHOK KUMER
 Date: 2021.07.15
 09:32:12 +05'30'

D. Ashok Kumer
 Manager - Humana Resources

I have carefully read the above offer of appointment. I have also read and understood all the HR policies of the company and I willingly and unconditionally accept this offer on the terms and conditions mentioned therein and shall agree to abide by the same.

I shall report for duty on 5/7/21

Place: 5/7/21
 Chennai.



Signature

Registered & Approved Science College
 GOWRIVAKKAM, CHENNAI - 600 073.
NAVIA MARKETS LIMITED - 600 073.

'Ganga Griha' 4th & 5th Floor, No.9, Nungambakam High Road, Chennai - 600 034.
 T: +91-44 3918 0449, Fax: 044-20214160, E-mail: support@tradeplusonline.com, www.tradeplusonline.com, CIN :
 U65993TN1994PLC010167 "Tradeplus" is the online brand of Navia Markets Ltd.

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



Venture Lighting India Limited

Plot No. A30, D5, Phase - II, Zone B, Mepz, Tambaram,
Chennai - 600 045. Cell : 93818 53633

19-04-2021

Mr. Sasidharan P

Prince Shri Venkateshwara Arts and Science College

Dear Sasidharan,

We are delighted to offer you the position of Operations Executive at Venture Lighting India Limited. The detail of your appointment as follows:

Position: Operations Executive

Location: Tambaram, Chennai

Start Date: 15-05-2021.

Salary: 2,20,000 per annum

To accept this offer, please sign and date this letter and return it to us no later than 25-04-2021.

We look forward to your acceptance of this offer and to having you join our team.

Sincerely,

Human Resources - Head

I, Sasidharan, accept the offer of employment as described in this letter.

Signature: Sasidharan

Date: 14.4.21

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



netrocon digital

March 12, 2021

Sathish Kumar. K
14, Rajiv Gandhi Nagar,
Tambaram,
Chennai, 600045

Sub: Offer for the post of Business Development Associate

Further to your application and subsequent discussions between us, we are pleased to offer you the position of **Business Development Associate**.

You will be eligible for a salary of **Rs. 2,20,000/-** per annum. You will be on probation for the first 3 months and after 3 months based on your performance you will be confirmed for a fulltime position.

As agreed by you, you are requested to join us on **3rd June 2021**.

- 1) You will need to sign an Employment Agreement with assurance to serve the Company for an agreed period of time.
- 2) You have to produce Copies of your educational certificates XII, UG (Mark sheet, Provisional and Convocation Certificate), PG (Mark sheet, Provisional, Degree Certificate), and Passport.
- 3) You are required to furnish the following, on or before joining:
 - Work experience certificates, Last drawn Pay slip, Form 16/salary certificate
 - Copy of Passport, Driving License, PAN card & Aadhar card.
 - Color Photos – 1 (Passport size) – scanned soft copy.

We look forward to your joining us at the set date. A scanned copy of this letter is to be returned duly signed as a token of your acceptance.

Thanking you,

Yours truly,

For **Netrocon Digital**,

Shirley Vincent.
Director

Accepted

Date of Joining:

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

Sathish Kumar. K

URJITA ELECTRONICS PRIVATE LIMITED

+91-9446253147

urjitaelectronics@gmail.com

01st Sep 2020

Ref: UEPL/7125

APPOINTMENT LETTER

Mr. Sathish Kumar. K

Prince Shri Venkateshwara arts and science college
Chennai.

Dear **Sathish Kumar. K**,

Congratulations! We are pleased to announce that you have been appointed as a Trainee – Operations Executive with Urjita Electronics Private Limited in Grade S1 as a result of your campus recruitment for employment with us.

Your total annual CTC salary will be **Rs. 220,500/- (Rupees Two Lakhs Twenty Thousand Five Hundred only)**. For the avoidance of doubt, your remuneration information and associated statistics rely on your company's job band and business vertical.

The following are the terms and conditions of our offer to hire you:

1. Date of Commencement:

Your employment with the Company shall commence on **September 14, 2020**.

2. Location:

You will be employed in Chennai, India. However, Urjita Electronics Private Limited reserves the right to transfer or use your services to any of its unit(s), department(s), office(s), work sites, connected or affiliated firms in India or outside India at any time, subject to the terms and conditions in effect at the time of transfer.

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

Nehru Nagar, Tambaram, Chennai, 600045

Date: September 13, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Sathish Kumar. K

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear Sathish Kumar. K,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

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

ANNEXURE-1

Name	: Sathish Kumar. K	Date	: September 13, 2021
Salary Grade	: AT1		
Components	Rs. p.a.	Rs. p.m.	
Basic		15,000	
Bouquet of Benefits		3,000	
A. Base Salary (PA)	216,000	18,000	
Annual Incentive	10,000		
B. Total Variable (PA)	10,000		
C. Total Target Cash (A+B)	226,000		
Provident Fund (PF)	21,600	1,800	
Gratuity	8,664	722	
Mediclaime Premium	6,773		
D. Retirals & Other Benefits	37,037		
Cost to Company (CTC) C+D	263,037		

B. Kalpane

PRINCIPAL

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

Technojinn

No.89/2, Karungalpatti Main Road,
Gugai, Salem - 636 006, Tamil Nadu
Cell : 93611 41031

26-February-2020

To

Sathish B
Prince Shri Venkateshwara Arts and Science College
Chennai

Dear Sathish,

It was a pleasure meeting you to explore your career opportunity with Technojinn Solutions.

Based on our discussion, we are pleased to offer you the position of Software Developer Trainee. The CTC (Cost to Company) offered to you will be **Rs. 1,68,000/-** (CTC One Lakhs Sixty Eight thousand Only) per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

Welcome to Technojinn Family!

Technojinn Solutions is a fast-growing Software Development, Services and Products Company. In our endeavour to achieve and exceed our goals, we look for professionals like you who would partner the further growth of the Organization. Our work environment encourages people to fulfil their career and professional aspirations in tandem with the organizational goals. We are confident that with your skills, competencies, and capabilities you would be an invaluable addition to the team.

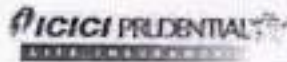
Please confirm your acceptance by duly signing the duplicate copy of this letter. We will appreciate you joining us in our office on or before **04-June-2020**.

Yours Sincerely,
For Technojinn Solutions,



Sowmiya Ravi
HR Specialist

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



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. Kalpana
PRINCIPAL

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

10-Jun-2021

Dear SATHISH P,

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
Total Fixed Pay	270000.00

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. K. Chattera
PRINCIPAL
PRINCE SHRI VENKATESH CHATTERA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI - 600 074

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

BIO ANALYTICAL SERVICES

EMPLOYMENT OFFER

RefNo: BAS/2021/CI/046

Dear Sathya N,

We are pleased to offer you the position of Analyst - Bioanalysis at Bio Analytical Services. Your skills make you an excellent fit for our team, and we look forward to having you onboard.

Job Responsibilities:

As an Analyst - Bioanalysis, your primary responsibilities will include:

- Conducting research and analysis on various biotech industry topics and companies
- Preparing reports and presentations to communicate findings to clients and internal stakeholders
- Collaborating with team members to develop strategies and recommendations based on research
- Staying up-to-date on industry trends and developments to inform research and analysis
- Maintaining accurate and organized records of research findings and data

Joining Details:

Your starting date is 20th May 2021. Please report to Mr.Jagadeesan on your first day, who will provide you with an orientation and introduce you to your team members. Your work schedule will be 9.00 AM to 5.00 PM, and your work location will be Chennai.

Code of Conduct:

As an employee of Bio Analytical Services, you will be expected to adhere to the highest standards of professionalism, integrity, and ethical conduct. You will be required to sign and abide by our Code of Conduct, which outlines our expectations for behavior and ethics.

Salary Structure:

Your salary will be 20,000 per month. This will be paid in accordance with our payroll schedule, and you will be eligible for any bonuses or incentives that may be offered.

Non-Disclosure:

As an employee of Bio Analytical Services, you will have access to confidential information and trade secrets. You will be required to sign a non-disclosure agreement, which will prohibit you from disclosing any confidential information to third parties.

Apartment, 1st floor no 28, Velachery Business Road,
Velachery Nagar, Velachery, Chennai, Tamil Nadu 600042

104 60037089

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

bioanalytic@gmail.com

BIO ANALYTICAL SERVICES

Termination Period:

We believe in building long-term relationships with our employees, but we also recognize that circumstances can change. If you decide to resign from your position, we request a termination notice of 3 months before your last working day. Similarly, if we need to terminate your employment for any reason, we will provide you with 3 months' notice.

Tax Advice:

We recommend that you consult with a tax advisor regarding your salary and any benefits that you may receive from Bio Analytical Services. We do not provide tax advice, and you are solely responsible for paying any taxes that may be owed.

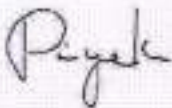
Submitting Documents:

Please submit the following documents to HR Department before your start date:

- Signed copy of the offer letter
- Copies of Educational Certificates
- Passport Photographs
- Copies of Aadhar Card and Pan card
- Medical fitness Certificate including Blood Group details.

We are excited to have you join our team and look forward to working with you.

Sincerely,



Priyanka
Head - HR

B. Kalpana
PRINCIPAL

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



netrocon digital

March 05, 2021

Sathyavani S
1, Astalakshmi Nagar,
Annai Aravindhar Street,
West Tambaram, Chennai, 600045

Dear Sathyavani,

Sub: Offer for the post of Content Writer

Further to your application and subsequent discussions between us, we are pleased to offer you the position of Content Writer.

You will be eligible for a salary of Rs. 2,20,000/- per annum. You will be on probation for the first 3 months and after 3 months based on your performance you will be confirmed for a fulltime position.

As agreed by you, you are requested to join us on 3rd June 2021.

- 1) You will need to sign an Employment Agreement with assurance to serve the Company for an agreed period of time.
- 2) You have to produce Copies of your educational certificates XII, UG (Mark sheet, Provisional and Convocation Certificate), PG (Mark sheet, Provisional, Degree Certificate), and Passport.
- 3) You are required to furnish the following, on or before joining:
 - Work experience certificates, Last drawn Pay slip, Form 16/salary certificate
 - Copy of Passport, Driving License, PAN card & Aadhar card.
 - Color Photos – 1 (Passport size) – scanned soft copy.

We look forward to your joining us at the set date. A scanned copy of this letter is to be returned duly signed as a token of your acceptance.

Thanking you,

Yours truly,

For Netrocon Digital,

Shirley Vincent.
Director

Accepted
Date of Joining: 24/3/21


Sathyavani S

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

NOVOCURA TECH HEALTH SERVICE

LETTER OF INTENT

April 22, 2021

SAYEEPRIYA M
PRINCE SHRI VENKATESHWARA ARTS AND SCIENCE COLLEGE

Dear Sayeepriya,

We are pleased to offer you the position of Health Care - Executive at Novocura Tech Health Service through our campus selection process. We believe that your skills and knowledge in the field of healthcare make you a strong candidate for this role.


Your responsibilities as a executive will include reviewing medical records, assigning codes to diagnoses and procedures, and ensuring compliance with patients and billing regulations. You will also be responsible for communicating with healthcare providers to clarify diagnoses and procedures as necessary.

Your salary for this position will be Rs.1,07,000 and you will be eligible for our benefits package. Your start date will be 15th of June 2021.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to campuswithnova@gmail.com

We are excited to have you join our team and look forward to working with you.

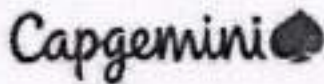
Yours Faithfully,



Thara Chopra
Director - Human Resources

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





Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1723902

Letter of Intent ("LOI")

Dear **Senthamil Selvi A,**

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A3 with Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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

ANNEXURE 1

Senthamil Selvi A
Associate and A3

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Caggemini

Tejinder Sethi
Head - Fresher Hiring

Regd Office: Pune Hirjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hirjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950 Page 3 of 3

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



netrocon digital

March 05, 2021

Shaheen Fathima K
9/81, Oodai Street,
Indira Nagar,
Sithalappakkam, Chennai, 600126

Dear Shaheen Fathima,

Sub: Offer for the post of Business Development Associate

Further to your application and subsequent discussions between us, we are pleased to offer you the position of **Business Development Associate**.

You will be eligible for a salary of **Rs. 2,20,000/-** per annum. You will be on probation for the first 3 months and after 3 months based on your performance you will be confirmed for a fulltime position.

As agreed by you, you are requested to join us on **3rd June 2021**.

- 1) You will need to sign an Employment Agreement with assurance to serve the Company for an agreed period of time.
- 2) You have to produce Copies of your educational certificates XII, UG (Mark sheet, Provisional and Convocation Certificate), PG (Mark sheet, Provisional, Degree Certificate), and Passport.
- 3) You are required to furnish the following, on or before joining:
 - Work experience certificates, Last drawn Pay slip, Form 16/salary certificate
 - Copy of Passport, Driving License, PAN card & Aadhar card.
 - Color Photos – 1 (Passport size) – scanned soft copy.

We look forward to your joining us at the set date. A scanned copy of this letter is to be returned duly signed as a token of your acceptance.

Thanking you,

Yours truly,

For Netrocon Digital,

Shirley Vincent
Director

Accepted
Date of Joining: 24/3/21

Shaheen Fathima K
Shaheen Fathima K

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



Date: 14-Dec-21

Dear Shalini Priya R,

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:

- 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.
- Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,26,000/-** (Rupees Two Lakh Twenty Six Thousand Only).
- 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.
- 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.
- 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.
- 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.
- 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

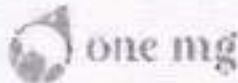
CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6th, 9th & 10th 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
TIVAKKAM, CHENNAI-600 073.

Salary Working			
Designation: Trainee - Technical Support		Grade:	JL 1 B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	35,760
Statutory Bonus	As per the Act	1,192	14,304
Special Allowance*	Balancing Component	7,131	85,566
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,571	18,850
Total Guaranteed Compensation (TGC)		18,833	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Insurance Benefits			
Personal Accident Disability Insurance Cover			7,50,000
Personal Accident Death Insurance Cover			15,00,000
Group Term Life Insurance Cover			15,00,000
Employee Deposit Link Insurance Cover			7,05,000
Hospitalization Insurance for self (spouse & 2 dependent children)			2,00,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to 60 days Basic			
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

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



21st June 2021

Sub: Offer Letter

Dear Ms. Shalini K,

We are pleased to offer you the position of "Junior Copywriter" at One MG, Chennai.

Your Cost to Company (CTC) will be Rs. 18,000/- (Rupees Eighteen Thousand only) per month for the first three months. Post completion of three months, it will be revised to Rs. 20,000/- (Rupees Twenty Thousand Only) per month, solely based on your performance. The monthly payout would be as per the Annexure 1

Monthly take home salary will however be calculated post TDS deduction, if applicable for your salary bracket based on the government regulations. A TDS certificate will be provided at the end of every financial year. TDS deducted will be based on the choice of tax regime declaration provided by you. Please refer to the salary breakup attached as Annexure 1.

All salary reviews are performance based & will happen annually. Performance would be measured, based on One MG's performance Evaluation process. Please refer to the performance evaluation form attached as Annexure 2.

A. Key Responsibilities

1. Ideate with creative team to create new, innovative concepts for our existing clients and in pitches and other sales pursuits.
2. Writing Copy to create compelling brand stories across projects involving brand identity design, Advertising campaigns on print, television and digital, Collateral design like brochures, websites etc.
3. Proactively partner with other visual designers, web developers, copy writers, account executives, and other team members for effective execution of ideas.
4. Estimate with project managers and client executives, schedules, roadmaps, and other operational details to successfully track and drive projects. You'll be expected to deliver quality work on time.
5. Up-skill to drive success through proactive strategic thinking and Ideas execution across digital channels for our clients

B. Work Schedule

1. Your work shift is minimum 10 hours per day from 10 AM – 08:00 PM five days a week, Monday to Friday. You have an option to take two breaks in a day. A 45-minute break for lunch (usually between 13:00 – 15:00 hrs.) and a 30-minute break for Tea (between 17:00 – 18:00 hrs.) We do not allow more than two breaks in a day. Failure to maintain the work shift on continuous basis can lead to loss of pay.
2. In case you are taking a sick leave or an emergency leave, the same should be informed to us before 08:30 AM on the same day.
3. For any casual leaves or planned holidays, you will need to apply for permission at least 5 working days in advance.
4. Any forced holidays due to natural calamities like floods/earthquakes etc. will be compensated for.

C. Leave Policy

1. You are entitled to one paid leave in a month, on permission basis, post completion of three months.
2. In-case the paid leave is not availed in the respective month, it will get carried over up-to 12 months.
3. Un-availed paid leave's will be compensated at the end of 12 months.
4. All other government and public holidays are provided based on the standard holiday calendar at One MG. The same will be e-mailed to you post completion of induction.

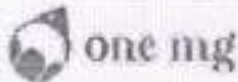
Address
25, North Beach Road,
Mandla Apartments,
Chennai-60
Phone
+91 44 4854 4493

Description
181 2A, Sector 5A,
Gurugram: 122006
Phone
+91 84445 54456

City
4721 Swandine Road,
Suite 100, Hamburg,
75 1105
Phone
+1 (771) 656-3610

25th Floor
www.onemg.com
hr@one.mg
hr@one.mg

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



b) Participate in the solicitation of any employee of the Company to terminate his employment with the Company or to directly or indirectly participate in the solicitation of work on any account of the Company on which you worked, supervised, or participated in soliciting at any time during the one-year period prior to the date of termination of your agreement.

- H. **Termination of Services:** You shall retire from the service of the Company upon attaining the age of 65 years. Notwithstanding the above your service with the Company may be terminated at any-time, after confirmation, by giving written notice of 90 days or payment of two month's salary in lieu thereof. Provided further you shall be entitled to resign from the services of the Company by giving written notice of 90 days or at the discretion of the Company by payment of one month's basic salary in lieu thereof."
- I. **Salary Review:** Your performance and salary will be reviewed as per the company's appraisal policy in the month of April every year or one year from the date of last appraisal, whichever is later. The company reserves the right to change the effective date of increment without assigning any reasons.
- J. **Acceptance:** If the above terms and conditions of the employment hereof is acceptable to you, please sign on the duplicate copy in token of your having accepted the same.

One MG looks for a long-term association with all its employees & we expect the same from you. Again, congratulations and welcome to the One MG family.

Annexure 1
Salary Break up for Ms. Shalini K

#	Description	Salary (First 3 months)	Salary (Month 4 – 12)
1	Basic Salary	9,000	10,000
2	Housing Rental Allowance	4,500	5,000
3	Travel Allowance	1,600	1,600
4	Other Allowances (Medical, Special Allowances)	2,900	3,400
	Total (per month)	18,000	20,000
	TDS deduction as applicable		

Note: TDS calculation are based on the government regulations for FY 2020 – 21 and based on the choice of the tax regime. A declaration indicating your choice of tax regime needs to be provided. Final TDS computation after completion of the induction formalities.

Yours sincerely
For One MG
Nishant Rastogi

Director of Possibilities

Employment offer accepted:

K. Shalini
Ms. Shalini K
Date of Acceptance: 21/6/21
Date of Joining: 23rd June 2021

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

Office
23, North Bay Road,
Marina Apartments,
Chennai-60

Mobile
+91 44 4554 4616

Office
101, 2nd Street 21,
Gowrivanigal, Chennai-600073

Mobile
+91 9845 21405

Office
429, Old Fort Road,
Sura, 600, Tamburam,
Chennai-600073

Mobile
+91 978 616-9917

Human Resources
Subank, 6th Floor,
Salada, 2nd Company, 6th Floor

July 12, 2021

Mr. Shankar R

We are pleased to extend to you our offer to join Consark Advisory Services LLP (the "Firm"), on the terms and conditions set forth below.

Your title and start date will be as indicated on **Annexure A**. You will be based in Chennai and will be reporting to such person as may be indicated by the Firm from time to time. You are required to work exclusively for the Firm. Although your employment will be with the Firm, you may be seconded to other affiliate firms/entities from time to time at the Firm's discretion. During your employment, you may be also required to work in any other office the Firm may have or establish in India, and to work on a temporary basis in any of the Firm's other offices for training or other purposes. In such circumstances, the Firm will provide you travel assistance.

So long as you remain actively employed by the Firm, you will be eligible for the compensation indicated on the attached **Annexure A**, subject to the following terms and conditions:

- The fixed pay indicated on **Annexure A** will be paid for all periods of your active employment with the Company. Please note that your fixed pay represents cost to the Firm.
- You will not be eligible to participate in the Firm's discretionary bonus in effect from time to time. Your Performance Bonus has already been indicated in **Annexure A** which would be paid on achieving the goals/targets set forth therein.
- All payments described in this letter and **Annexure A** will be less taxes and other applicable payroll deductions.
- You will be required to serve a notice period of 45 days, in case you wish to leave the Firm. Such notice period may be fully or partly waived off at the discretion of the concerned Partner.
- You agree to the terms of the Confidentiality Agreement in **Annexure B**.

For purposes of this letter, "Cause" means misconduct, breach of applicable Firm policies or rules, dishonesty, violation of laws or regulations, or substantial and continuing failure to perform employment duties or obligations satisfactorily. The Firm reserves the right to terminate this contract and consequently your employment on an immediate basis, if found guilty of Cause.

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

Annexure A

The following compensation items are subject to the terms and conditions of your offer letter, to which this Annexure A is attached. You will be subject to probation for a period of 3 months after which your employment with the firm will be confirmed. Payments are subject to applicable taxes. Please note that fixed compensations are expressed on an annualized basis.

Name	Shankar R
Title	Audit Assistant – Risk Advisory Services
Fixed Compensation	1NR 230,400 per annum
Date of Joining	

In case of any change in any labour law or any other law necessitating a change in the compensation structure, a review of the above compensation may be warranted based on the discretion of the firm.

Other Benefits:

- Our firm has a flexible leave policy and you will be entitled to leave as per the policy in force at any given period.
- Out of pocket expenses incurred will be reimbursed at actuals, based on the prevailing travel policy of the Firm. The same may change time to time based on the Firm's discretion.

Performance Bonus Entitlement:

In addition to the Fixed Pay and Other Benefits detailed above, you would also be eligible for Bonus based on your performance, which will be based on the firm's performance as well as your individual performance. You will be evaluated by Partners at the end of every financial year (ending June 30). Both bonus and increment percentages will be decided by the Partners on a year on a year basis based on their evaluation arising out of the performance appraisal system.

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



Utechforge

04-06-2020

To
Ms. Shanmuga Priya S
Chennai

Sub: Letter of Intent for Junior Analyst

Dear Shanmuga Priya,

Based on the results of On-Campus Interview you had with us, we are glad to inform you that, you have been hired by our organisation as a Junior Analyst. The organisation has chosen to provide you with a package of 2.2 LPA in terms of remuneration. Congratulations on your appointment on behalf of the entire organisation.

Your aptitude to solve problems has greatly impressed the higher officials, who have therefore chosen you to be our department's junior engineer. About the offer, you may begin working for the company on August 10th, a Monday.

Please read this letter carefully. If you have any questions, you may get in touch with us directly by sending an email to our company address.

Best of luck.

Sincerely,

HR Manager

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



HR Ref No: VDARTOL215875

June 09, 2021

Dear Shanmugasundaram,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of **Associate-Global Finance** with VDart Group, on the following terms and conditions

You will draw a CTC of **1,41,169 (One Lakh Forty One Thousand One Hundred And Sixty Nine Rupees Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **June 16, 2021**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- Annexure 1 will cover the Compensation break-up and mandatory documents required for joining
- You are required to submit your **PAN / Aadhar number to HR on your joining**

We look forward to you joining with our team. We are sure that you will have a long, rewarding and fulfilling career with our company.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

Mohana Sundaram
Assistant General Manager - HR

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

Annexure 1

Please find below the detailed monthly compensation break up, excluding taxation

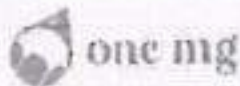
Salary Components	Monthly	Annual
Basic	7143	
HRA	2857	
Total Gross Salary (A)	10000	120000
EPF	857	
ESIC	325	
Gratuity	344	
Part - (B)	1526	18312
Monthly CTC (A+B)	11526	
Leave Encashment (C)		2857
Annual CTC (A+B+C)		141169

- PT will be deducted once in six months
- Deductions may vary subject to change in statutory rules

List of Mandatory documents to be submitted at the time of joining:

1. Relieving letter/ Service certificate from your previous employers (if previously employed)
2. UAN / ESIC Number (if previously employed)
3. Copy of last 3 months pay slip & form 16 or tax report (if previously employed)
4. Copies of educational certificates (10th/12th/Final Graduation Certificate or Diploma Certificate/Final PG certificate if applicable)
5. 4 copies of recent passport size photographs (2 with white background & 2 with blue background)
6. ID Proof copy, self-attested – (Aadhar / PAN Card / Passport / Driving License / Voter's ID)
7. Address Proof Copy, self-attested (Aadhar / Passport / Driving License / Voter's ID)

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



21st June 2021

Sub: Offer Letter

Dear Ms. Shanmugapriya S,

We are pleased to offer you the position of "Junior Copywriter" at One MG, Chennai.

Your Cost to Company (CTC) will be Rs. 18,000/- (Rupees Eighteen Thousand only) per month for the first three months. Post completion of three months, it will be revised to Rs. 20,000/- (Rupees Twenty Thousand Only) per month, solely based on your performance. The monthly payout would be as per the Annexure 1

Monthly take home salary will however be calculated post TDS deduction, if applicable for your salary bracket based on the government regulations. A TDS certificate will be provided at the end of every financial year. TDS deducted will be based on the choice of tax regime declaration provided by you. Please refer to the salary breakup attached as Annexure 1.

All salary reviews are performance based & will happen annually. Performance would be measured, based on One MG's performance Evaluation process. Please refer to the performance evaluation form attached as Annexure 2.

A. Key Responsibilities

1. Ideate with creative team to create new, innovative concepts for our existing clients and in pitches and other sales pursuits.
2. Writing Copy to create compelling brand stories across projects involving brand identity design, Advertising campaigns on print, television and digital, Collateral design like brochures, websites etc.
3. Proactively partner with other visual designers, web developers, copy writers, account executives, and other team members for effective execution of ideas.
4. Estimate with project managers and client executives, schedules, roadmaps, and other operational details to successfully track and drive projects. You'll be expected to deliver quality work on time.
5. Up-skill to drive success through proactive strategic thinking and ideas execution across digital channels for our clients.

B. Work Schedule

1. Your work shift is minimum 10 hours per day from 10 AM – 06:00 PM five days a week, Monday to Friday. You have an option to take two breaks in a day. A 45-minute break for lunch (usually between 13:00 – 15:00 hrs.) and a 30-minute break for Tea (between 17:00 – 18:00 hrs.) We do not allow more than two breaks in a day. Failure to maintain the work shift on continuous basis can lead to loss of pay.
2. In case you are taking a sick leave or an emergency leave, the same should be informed to us before 08:30 AM on the same day.
3. For any casual leaves or planned holidays, you will need to apply for permission at-least 5 working days in advance.
4. Any forced holidays due to natural calamities like floods/earthquakes etc. will be compensated for.

C. Leave Policy

1. You are entitled to one paid leave in a month, on permission basis, post completion of three months.
2. In-case the paid leave is not availed in the respective month, it will get carried over up-to 12 months.
3. Un-availed paid leave's will be compensated at the end of 12 months.
4. All other government and public holidays are provided based on the standard holiday calendar at One MG. The same will be e-mailed to you post completion of induction.

One MG
29, 31st Cross Road
Pondicherry Apartments,
Chennai - 600 073

Phone
+91 44 4554 4883

One MG
121, 2nd Sector 91
Bangalore - 560 008

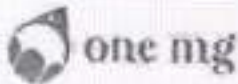
Phone
+91 94440 34408

One MG
47C, Devanahalli Road,
Salem - 575 106, Haverburg
04 17108

Phone
+91 9771878 3624

1, 2nd Floor
www.onemg.com
facebook.com/onemg
linkedin.com/company/one-mg

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GOWDIPALLY, CHENNAI-600 073.



b) Participate in the solicitation of any employee of the Company to terminate his employment with the Company or to directly or indirectly participate in the solicitation of work on any account of the Company on which you worked, supervised, or participated in soliciting at any time during the one-year period prior to the date of termination of your agreement.

- H. **Termination of Services:** You shall retire from the service of the Company upon attaining the age of 65 years. Notwithstanding the above your service with the Company may be terminated at any-time, after confirmation, by giving written notice of 60 days or payment of two month's salary in lieu thereof. Provided further you shall be entitled to resign from the services of the Company by giving written notice of 90 days or at the discretion of the Company by payment of one month's basic salary in lieu thereof."
- I. **Salary Review:** Your performance and salary will be reviewed as per the company's appraisal policy in the month of April every year or one year from the date of last appraisal, whichever is later. The company reserves the right to change the effective date of increment without assigning any reasons.
- J. **Acceptance:** If the above terms and conditions of the employment hereof is acceptable to you, please sign on the duplicate copy in token of your having accepted the same.

One MG looks for a long-term association with all its employees & we expect the same from you. Again, congratulations and welcome to the One MG family.

Annexure 1
Salary Break up for Ms. Shanmugapriya S

#	Description	Salary (First 3 months)	Salary (Month 4 - 12)
1	Basic Salary	9,000	10,000
2	Housing Rental Allowance	4,500	5,000
3	Travel Allowance	1,600	1,600
4	Other Allowances (Medical, Special Allowances)	2,900	3,400
	Total (per month)	18,000	20,000
	TDS deduction as applicable		

Note: TDS calculation are based on the government regulations for FY 2020 - 21 and based on the choice of the tax regime. A declaration indicating your choice of tax regime needs to be provided. Final TDS computation after completion of the Induction formalities.

Yours sincerely
For One MG
Nishant Rastogi

Director of Possibilities

Employment offer accepted;

S. Shanmugapriya
Ms. Shanmugapriya S

Date of Acceptance: 21/6/21
Date of Joining: 23rd June '2021

B. Kalpane
PRINCIPAL

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

Office
23, North Beach Road,
Marina Apartments,
Chennai - 60

Mobile
+91 91 4224 4493

Office
161 SR, Sector 51,
Gurgaon, Haryana

Mobile
+91 9646034408

Office
47th Divyaresh Road,
Eco City, Nambur,
Chennai

Mobile
+91 977 088 3607

Website
www.onemg.com
facebook.com/onemg
@india.onemg.com/one-mg

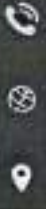


BEEHIGHMEDIA

91-9940375056

www.beehighmedia.com
info@beehighmedia.com

49, 9th Cross Street, Y Block,
Anna Nagar, Chennai 600040



March 24, 2021

Private and Confidential

Mr. Shanmugapriyan R
Gowrivakkam, Chennai

Sub: Offer of Employment.

Dear Shanmugapriyan,

Further to our discussions, we are pleased to offer you the position with Bee High Media (BHM).

Position & Joining:

You shall be appointed as **Content Writer** with BHM. You are expected to join on or before **May 03, 2021** at 09.30 A.M. at the following location to complete your joining formalities. In the event of you not joining us on or before the said date, this offer will automatically stand withdrawn.

Your gross annual compensation is **Rs.1,80,000/-** (Rupees One Lakh and eighty thousand Only) per annum. Annexure I details about the compensation structure.

49, 9th Cross Street, Y Block, Anna Nagar, Chennai, Tamil Nadu 600040.

URL: <https://www.beehighmedia.com>

Compensation:

Please refer to Annexure I for the details as applicable to you. Your job title and compensation have been discussed with you and we have mutually agreed upon the same.

You will be employed at Bee High Media, Chennai.

You will be on probation for a period of six (6) months from the date of joining. During this period, the Company may conduct on-going reviews to assess your performance. Based upon the reviews, your employment would be confirmed in the company. In case of any extension in the

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



BEEHIGHMEDIA

91-9940375056

www.beehighmedia.com
info@beehighmedia.com

49, 9th Cross Street, Y Block,
Anna Nagar, Chennai 600040

ANNEXURE - I

Remuneration Details

Name: **Mr. Shanmugapriyan R R**

Designation : **Content Writer**

Components	Per Month Rs.	Per Annum Rs.
Monthly Consolidated Salary	15,000	1,80,000
Travel Allowance	-	-
Total Cost To Company	15,000	1,80,000

- You will be on probation for a period of 6 months and will be confirmed after that based on your performance.
- Your Annual CTC (including performance incentive) would be INR. 1,80,000/- (Rupees One Lakh and eighty thousand only) inclusive of all statutory deductions & contributions towards P.F, ESI, Professional/Personal Tax whenever applicable.
- All perquisites and benefits in your salary plan shall be governed as per policy applicable to employees in the company and shall be governed by statutory guidelines and taxes as applicable. The other terms and conditions are normal and as specified in the company's rules and regulations.
- Incentive / Annual Bonus is based on employee performance, company performance, and is given at the discretion of the management.

Sowmya Shruthi C
Partner
Bee High Media

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ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI - 600 073.



BEEHIGHMEDIA

91-9940375056

www.beehighmedia.com
info@beehighmedia.com

49, 9th Cross Street, Y Block,
Anna Nagar, Chennai 600040

March 24, 2021

Private and Confidential

Mr. SHARAN K.N
East Tambaram, Chennai

Sub: Offer of Employment.

Dear Sharan,

Further to our discussions, we are pleased to offer you the position with Bee High Media (BHM).

Position & Joining:

You shall be appointed as **Content Writer** with BHM. You are expected to join on or before **May 03, 2021** at 09.30 A.M. at the following location to complete your joining formalities. In the event of you not joining us on or before the said date, this offer will automatically stand withdrawn.

Your gross annual compensation is **Rs.1,80,000/-** (Rupees One Lakh and eighty thousand Only) per annum. Annexure I details about the compensation structure.

49, 9th Cross Street, Y Block, Anna Nagar, Chennai, Tamil Nadu 600040.

URL: <https://www.beehighmedia.com>

Compensation:

Please refer to Annexure I for the details as applicable to you. Your job title and compensation have been discussed with you and we have mutually agreed upon the same.

You will be employed at Bee High Media, Chennai.

You will be on probation for a period of six (6) months from the date of joining. During this period, the Company may conduct on-going reviews to assess your performance. Based upon the reviews, your employment would be confirmed in the company. In case of any extension in the

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ARTS AND SCIENCE COLLEGE

GOWRIKAM, CHENNAI - 600032

July 12, 2021

Ms. Sharmila S

We are pleased to extend to you our offer to join Consark Advisory Services LLP (the "Firm"), on the terms and conditions set forth below.

Your title and start date will be as indicated on **Annexure A**. You will be based in Chennai and will be reporting to such person as may be indicated by the Firm from time to time. You are required to work exclusively for the Firm. Although your employment will be with the Firm, you may be seconded to other affiliate firms/entities from time to time at the Firm's discretion. During your employment, you may be also required to work in any other office the Firm may have or establish in India, and to work on a temporary basis in any of the Firm's other offices for training or other purposes. In such circumstances, the Firm will provide you travel assistance.

So long as you remain actively employed by the Firm, you will be eligible for the compensation indicated on the attached **Annexure A**, subject to the following terms and conditions:

- The fixed pay indicated on **Annexure A** will be paid for all periods of your active employment with the Company. Please note that your fixed pay represents cost to the Firm.
- You will not be eligible to participate in the Firm's discretionary bonus in effect from time to time. Your Performance Bonus has already been indicated in **Annexure A** which would be paid on achieving the goals/targets set forth therein.
- All payments described in this letter and **Annexure A** will be less taxes and other applicable payroll deductions.
- You will be required to serve a notice period of 45 days, in case you wish to leave the Firm. Such notice period may be fully or partly waived off at the discretion of the concerned Partner.
- You agree to the terms of the Confidentiality Agreement in **Annexure B**.

For purposes of this letter, "Cause" means misconduct, breach of applicable Firm policies or rules, dishonesty, violation of laws or regulations, or substantial and continuing failure to perform employment duties or obligations satisfactorily. The Firm reserves the right to terminate this contract and consequently your employment on an immediate basis, if found guilty of Cause.

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GOWRIVAKKAM, CHENNAI-600 073.

Annexure A

The following compensation items are subject to the terms and conditions of your offer letter, to which this Annexure A is attached. You will be subject to probation for a period of 3 months after which your employment with the firm will be confirmed. Payments are subject to applicable taxes. Please note that fixed compensations are expressed on an annualized basis.

Name	Sharmila S
Title	Audit Assistant – Risk Advisory Services
Fixed Compensation	INR 230,400 per annum
Date of Joining	

In case of any change in any labour law or any other law necessitating a change in the compensation structure, a review of the above compensation may be warranted based on the discretion of the firm.

Other Benefits:

- Our firm has a flexible leave policy and you will be entitled to leave as per the policy in force at any given period.
- Out of pocket expenses incurred will be reimbursed at actuals, based on the prevailing travel policy of the Firm. The same may change time to time based on the Firm's discretion.

Performance Bonus Entitlement:

In addition to the Fixed Pay and Other Benefits detailed above, you would also be eligible for Bonus based on your performance, which will be based on the firm's performance as well as your individual performance. You will be evaluated by Partners at the end of every financial year (ending June 30). Both bonus and increment percentages will be decided by the Partners on a year on a year basis based on their evaluation arising out of the performance appraisal system.

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ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 073.



S.K.BIOTECH

No.154/4, Silvaigiri Road, Senthapatti,
Tamil Nadu 636110.

04282 227371

skbiotech@gmail.com

30th April 2021

PROVISIONAL LETTER OF OFFER

To

Sharmila R

Prince Shri Venkateshwara Arts and Science College

Dear Sharmila,

Congratulations! With reference to the campus interview you had with us, we are pleased to offer you a position as Research Technician in the Chennai Office.

Your annual Compensation will be a sum of 1,50,000. The breakup of this will be provided on final offer letter.

Your first day of office will be June 02, 2021.

Note:

As an employee of [Company Name], you are expected to abide by our Code of Conduct, which includes ethical behavior, honesty, respect for others, and compliance with all laws and regulations. You will also be required to sign a Non-Disclosure Agreement (NDA) to protect the confidential information of the company.

We require that you have a Bachelor's degree in a life science or a related field, and at least [Insert Years of Experience] of relevant experience in a laboratory environment. Additionally, you should have excellent attention to detail, strong analytical and problem-solving skills, and the ability to work independently and as part of a team.

We look forward to you joining our company.

Sincerely,

Priya Kamalesh

Manager - HR

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



PROVISIONAL OFFER LETTER

College Name: Prince Shri Venkateshwara Arts & Science College
Date: 26-March-2021

Dear Sheik Dhavudh S (B.Com)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition
Sutherland**

This is digitally generated soft copy hence signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

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PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 071.



Venture Lighting India Limited

Plot No. A30, D5, Phase - II, Zone B, Mepz, Tambaram,
Chennai - 600 045. Cell : 93818 53633

19-04-2021

Mr. Shivaganesh S

Prince Shri Venkateshwara Arts and Science College

Dear Shivaganesh,

We are delighted to offer you the position of Operations Executive at Venture Lighting India Limited. The detail of your appointment as follows:

Position: Operations Executive

Location: Tambaram, Chennai

Start Date: 15-05-2021.

Salary: 2,20,000 per annum

To accept this offer, please sign and date this letter and return it to us no later than 25-04-2021.

We look forward to your acceptance of this offer and to having you join our team.

Sincerely,

Human Resources - Head

I, Shivaganesh, accept the offer of employment as described in this letter.

Signature: Shivaganesh

Date: 12.4.21

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



Date: 14-Dec-21

Dear Shivaranjani S,

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, 6th, 9th & 10th 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
GOWDIRAMAKKAL CHENNAI-600 073

Salary Working			
Designation: Trainee - Technical Support		Grade:	JL 1 B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	35,760
Statutory Bonus	As per the Act	1,192	14,304
Special Allowance*	Balancing Component	7,131	85,566
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,571	18,850
Total Guaranteed Compensation (TGC)		18,833	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Insurance Benefits			
Personal Accident Disability Insurance Cover			7,50,000
Personal Accident Death Insurance Cover			15,00,000
Group Term Life Insurance Cover			15,00,000
Employee Deposit Link Insurance Cover			7,05,000
Hospitalization Insurance for self (spouse & 2 dependent children)			2,00,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to 60 days Basic			
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

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



May 03, 2021

Sindhu Malar,
Chennai

Invitation to join Hashtag Inc.

Dear Sindhu Malar,
We are pleased to extend an offer of employment to you based on your performance during our assessment process. We believe you are a great fit for the role of **Graphic Design Associate** at our agency.

We offer talented and motivated individuals an opportunity to build skills and competencies that will last a lifetime. Our compensation structure generously rewards high performance. Hashtag Inc.'s strong people-oriented culture and values are another area that sets us apart and we care deeply about the individuals we employ.

While our environment is challenging and requires motivation and commitment to succeed, you will expand your professional capabilities and become part of the Hashtag Inc. family.

Enclosed you will find:

- A formal letter with your offer details (one copy for you to sign and return to us, one copy for your retention)

If at any time you have questions on our offer, the role or about our environment, please contact Kothai [Phone: 7904960344; email: hr@hashtaginc.co.in] with any questions you may have.

Congratulations, we are very excited to have you join us!

Yours sincerely,

Adithya S
Co-Founder

Chirag Kinger
Co-Founder

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



Compensation Overview

Name: Sindhu Malar

Title: Graphic Design Associate

Sl.	Earning Head	Per Month (Rs.)	Annual (Rs.)
1	Basic Salary	9,900.00	1,18,800.00
2	House Rent Allowance (HRA)	6,300.00	75,600.00
3	Special Pay Allowance	1,800.00	21,600.00
A	Gross Salary	18,000.00	2,16,000.00
B	Less: Professional Tax	208.00	2,496.00
C	Net In-Hand Salary	17,792.00	2,13,504.00

Note: The above compensation package should not be discussed with anyone other than the undersigned.

Authorised signatory

Acceptance signature

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



netrocon digital

March 15, 2021

Siva Anand S
15, Lakshmi Flats,
Padmavathi Nagar, Madambakkam,
Chennai, 600126

Dear Siva,

Sub: Offer for the post of Content Writer

Further to your application and subsequent discussions between us, we are pleased to offer you the position of Content Writer.

You will be eligible for a salary of Rs. 2,20,000/- per annum. You will be on probation for the first 3 months and after 3 months based on your performance you will be confirmed for a fulltime position.

As agreed by you, you are requested to join us on 3rd June 2021.

- 1) You will need to sign an Employment Agreement with assurance to serve the Company for an agreed period of time.
- 2) You have to produce Copies of your educational certificates XII, UG (Mark sheet, Provisional and Convocation Certificate), PG (Mark sheet, Provisional, Degree Certificate), and Passport.
- 3) You are required to furnish the following, on or before joining:
 - Work experience certificates, Last drawn Pay slip, Form 16/salary certificate
 - Copy of Passport, Driving License, PAN card & Aadhar card.
 - Color Photos – 1 (Passport size) – scanned soft copy.

We look forward to your joining us at the set date. A scanned copy of this letter is to be returned duly signed as a token of your acceptance.

Thanking you,

Yours truly,

For Netrocon Digital,

Shirley Vincent.
Director

Accepted
Date of Joining: 24/3/21

S. Sivaanand
Siva Anand S

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

Technojinn

No.69/2, Karungalpatti Main Road,
Gugai, Salem - 636 006, Tamil Nadu
Cell: 93611 41031

26-February-2020

To

Siva S
Prince Shri Venkateshwara Arts and Science College
Chennai

Dear **Siva**,

It was a pleasure meeting you to explore your career opportunity with Technojinn Solutions.

Based on our discussion, we are pleased to offer you the position of Software Developer Trainee. The CTC (Cost to Company) offered to you will be **Rs. 1,68,000/-** (CTC One Lakhs Sixty Eight thousand Only) per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

Welcome to Technojinn Family!

Technojinn Solutions is a fast-growing Software Development, Services and Products Company. In our endeavour to achieve and exceed our goals, we look for professionals like you who would partner the further growth of the Organization. Our work environment encourages people to fulfil their career and professional aspirations in tandem with the organizational goals. We are confident that with your skills, competencies, and capabilities you would be an invaluable addition to the team.

Please confirm your acceptance by duly signing the duplicate copy of this letter. We will appreciate you joining us in our office on or before **04-June-2020**.

Yours Sincerely,
For Technojinn Solutions.



Sowmiya Revi
HR Specialist

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



S.K.BIOTECH

No.154/4, Silvaigiri Road, Senthapatti,
Tamil Nadu 636110.
04282 227371
skbiotech@gmail.com

30th April 2021

PROVISIONAL LETTER OF OFFER

To
Sivagami S
Prince Shri Venkateshwara Arts and Science College

Dear Sivagami,

Congratulations! With reference to the campus interview you had with us, we are pleased to offer you a position as Research Technician in the Chennai Office.

Your annual Compensation will be a sum of 1,50,000. The breakup of this will be provided on final offer letter.

Your first day of office will be June 02, 2021.

Note:

As an employee of S K Bio Tech, you are expected to abide by our Code of Conduct, which includes ethical behavior, honesty, respect for others, and compliance with all laws and regulations. You will also be required to sign a Non-Disclosure Agreement (NDA) to protect the confidential information of the company.

We require that you have a Bachelor's degree in a life science or a related field, and at least [Insert Years of Experience] of relevant experience in a laboratory environment. Additionally, you should have excellent attention to detail, strong analytical and problem-solving skills, and the ability to work independently and as part of a team.

We look forward to you joining our company.

Sincerely,

Priya Kamalesh
Manager - HR

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



netrocon digital

March 12, 2021

Sivasakthi I
221, Amman Koil Street,
Seven wells,
Chennai, 600001.

Dear Sivasakthi,

Sub: Offer for the post of Business Development Associate

Further to your application and subsequent discussions between us, we are pleased to offer you the position of **Business Development Associate**.

You will be eligible for a salary of **Rs. 2,20,000/-** per annum. You will be on probation for the first 3 months and after 3 months based on your performance you will be confirmed for a fulltime position.

As agreed by you, you are requested to join us on **3rd June 2021**.

- 1) You will need to sign an Employment Agreement with assurance to serve the Company for an agreed period of time.
- 2) You have to produce Copies of your educational certificates XII, UG (Mark sheet, Provisional and Convocation Certificate), PG (Mark sheet, Provisional, Degree Certificate), and Passport.
- 3) You are required to furnish the following, on or before joining:
 - Work experience certificates, Last drawn Pay slip, Form 16/salary certificate
 - Copy of Passport, Driving License, PAN card & Aadhar card.
 - Color Photos – 1 (Passport size) – scanned soft copy.

We look forward to your joining us at the set date. A scanned copy of this letter is to be returned duly signed as a token of your acceptance.

Thanking you,

Yours truly,

For Netrocon Digital,

Shirley Vincent.
Director

Accepted
Date of Joining: 24/3/21


Sivasakthi I


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

BIO ANALYTICAL SERVICES

EMPLOYMENT OFFER

RefNo: BAS/2021/CL/059

Dear Sivasankari M,

We are pleased to offer you the position of Analyst - Bioanalysis at Bio Analytical Services. Your skills make you an excellent fit for our team, and we look forward to having you onboard.

Job Responsibilities:

As an Analyst - Bioanalysis, your primary responsibilities will include:

- Conducting research and analysis on various biotech industry topics and companies
- Preparing reports and presentations to communicate findings to clients and internal stakeholders
- Collaborating with team members to develop strategies and recommendations based on research
- Staying up-to-date on industry trends and developments to inform research and analysis
- Maintaining accurate and organized records of research findings and data

Joining Details:

Your starting date is 20th May 2021. Please report to Mr.Jagadeesan on your first day, who will provide you with an orientation and introduce you to your team members. Your work schedule will be 9.00 AM to 5.00 PM, and your work location will be Chennai.

Code of Conduct:

As an employee of Bio Analytical Services, you will be expected to adhere to the highest standards of professionalism, integrity, and ethical conduct. You will be required to sign and abide by our Code of Conduct, which outlines our expectations for behavior and ethics.

Salary Structure:

Your salary will be 20,000 per month. This will be paid in accordance with our payroll schedule, and you will be eligible for any bonuses or incentives that may be offered.

Non-Disclosure:

As an employee of Bio Analytical Services, you will have access to confidential information and trade secrets. You will be required to sign a non-disclosure agreement, which will prohibit you from disclosing any confidential information to third parties.

15/05/2021
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 073.

Apartment, 3rd floor no.28, Velachery Bypass Road,
Velachery Nagar, Velachery, Chennai, Tamil Nadu. 600042

+044 63637069

bioanalytic@gmail.com

BIO ANALYTICAL SERVICES

Termination Period:

We believe in building long-term relationships with our employees, but we also recognize that circumstances can change. If you decide to resign from your position, we request a termination notice of 3 months before your last working day. Similarly, if we need to terminate your employment for any reason, we will provide you with 3 months' notice.

Tax Advice:

We recommend that you consult with a tax advisor regarding your salary and any benefits that you may receive from Bio Analytical Services. We do not provide tax advice, and you are solely responsible for paying any taxes that may be owed.

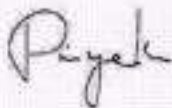
Submitting Documents:

Please submit the following documents to HR Department before your start date:

- Signed copy of the offer letter
- Copies of Educational Certificates
- Passport Photographs
- Copies of Aadhar Card and Pan card
- Medical fitness Certificate including Blood Group details.

We are excited to have you join our team and look forward to working with you.

Sincerely,



Priyanka
Head - HR

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



Date: 14-Dec-21

Dear Sneha S,

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.

B. Kalpana
PRINCIPAL

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

CSS Corp Private Limited
CIN:U72900TN2000PTC115034

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

Salary Working			
Designation: Trainee - Technical Support		Grade:	JL 1 B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	35,760
Statutory Bonus	As per the Act	1,192	14,304
Special Allowance*	Balancing Component	7,131	85,566
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,571	18,850
Total Guaranteed Compensation (TGC)		18,833	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Insurance Benefits			
Personal Accident Disability Insurance Cover			7,50,000
Personal Accident Death Insurance Cover			15,00,000
Group Term Life Insurance Cover			15,00,000
Employee Deposit Link Insurance Cover			7,05,000
Hospitalization Insurance for self (spouse & 2 dependent children)			2,00,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to 60 days Basic			

Explanatory Notes

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.

B. Kalpana
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PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
POOJIVAKKAM, CHENNAI-600 071

CSS Corp Private Limited
CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6th, 9th & 10th Floor, Ambit IT Park, Industrial Estate,
Ambattur, Chennai Tel:91 44 66766000, www.csscorp.com

URJITA ELECTRONICS PRIVATE LIMITED

+91-9446253147

urjitaelectronics@gmail.com

01st Sep 2020

Ref: UEPL/7148

APPOINTMENT LETTER

Ms. SNEHA R

Prince Shri Venkateshwara arts and science college
Chennai.

Dear SNEHA,

Congratulations! We are pleased to announce that you have been appointed as a Trainee – Operations Executive with Urjita Electronics Private Limited in Grade S1 as a result of your campus recruitment for employment with us.

Your total annual CTC salary will be Rs. 220,500/- (Rupees Two Lakhs Twenty Thousand Five Hundred only). For the avoidance of doubt, your remuneration information and associated statistics rely on your company's job band and business vertical.

The following are the terms and conditions of our offer to hire you:


1. Date of Commencement:

Your employment with the Company shall commence on **September 14, 2020**.

2. Location:

You will be employed in Chennai, India. However, Urjita Electronics Private Limited reserves the right to transfer or use your services to any of its unit(s), department(s), office(s), work sites, connected or affiliated firms in India or outside India at any time, subject to the terms and conditions in effect at the time of transfer.

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



URJITA ELECTRONICS PRIVATE LIMITED

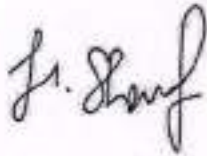
+91-9446253147

urjitaelectronics@gmail.com


As a token of your acceptance of this offer, kindly email us your acceptance on or before 05th September 2020.

We welcome you to the Urjita Electronics Private Limited family and wish you a rewarding career over the years to come.

Yours sincerely,



HR Manager



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

Nehru Nagar, Tambaram, Chennai, 600045



APPOINTMENT LETTER

18 August, 2021

Dear **Sneha K**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Processor** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Chennai**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 102054**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

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

ANNEXURE I

Name	Sneha K
Designation	Processor
Date Of Joining	25 August, 2021
Level	AA
Basic	102054
House Rent Allowance	51027
Bonus	20411
WBP	51083
PF	18353
Gratuity	4909
ESI	7299
Target Cost To Company (per Annum)	255136

**Provident fund- Where basic is higher than INR 15,000 p.m.- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 p.m.- Minimum of 12% of (Basic + WBP + Additional (where applicable) or INR 1800 p.m.

**You may be entitled to Shift Bonus as per applicable policies. The said Shift Bonus may range from Rs. 0 to Rs.1250 per month for domestic accounts and from Rs. 0 to Rs. 2500 per month for international accounts. The Shift Bonus shall be subject to applicable taxes.

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



HR Ref No: VDARTOL21519

June 09, 2021

Dear Sneka,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of **Associate-Global Finance** with VDart Group, on the following terms and conditions

You will draw a CTC of **1,41,169 (One Lakh Forty One Thousand One Hundred And Sixty Nine Rupees Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **June 16, 2021**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- You are required to submit your **PAN / Aadhar number to HR on your joining**

We look forward to you joining with our team. We are sure that you will have a long, rewarding and fulfilling career with our company.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

Mohana Sundaram
Assistant General Manager - HR

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

Annexure 1

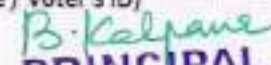
Please find below the detailed monthly compensation break up, excluding taxation

Salary Components	Monthly	Annual
Basic	7143	
HRA	2857	
Total Gross Salary (A)	10000	120000
EPF	857	
ESIC	325	
Gratuity	344	
Part - (B)	1526	18312
Monthly CTC (A+B)	11526	
Leave Encashment (C)		2857
Annual CTC (A+B+C)		141169

- * PT will be deducted once in six months
- * Deductions may vary subject to change in statutory rules

List of Mandatory documents to be submitted at the time of joining:

1. Relieving letter/ Service certificate from your previous employers (if previously employed)
2. UAN / ESIC Number (if previously employed)
3. Copy of last 3 months pay slip & form 16 or tax report (if previously employed)
4. Copies of educational certificates (10th/12th/Final Graduation Certificate or Diploma Certificate/Final PG certificate if applicable)
5. 4 copies of recent passport size photographs (2 with white background & 2 with blue background)
6. ID Proof copy, self-attested – (Aadhar / PAN Card / Passport /Driving License / Voter's ID)
7. Address Proof Copy, self-attested (Aadhar / Passport /Driving License / Voter's ID)


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

10-Jun-2021

Dear SOLOMON D,

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

Components	Component's 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
Total Fixed Pay	270000.00

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.

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

10/10/2011 11:51:11 AM
SUBHASHISH BANERJI
HUMAN RESOURCES
ICICI PRUDENTIAL LIFE INSURANCE CO. LTD.



PROVISIONAL OFFER LETTER

College Name: Prince Shri Venkateshwara Arts & Science College
Date: 03-May-2021

Dear Somasundaram R (B.com)

Congratulations!!!

With reference to the interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition
Sutherland**

This is digitally generated soft copy hence signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

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



BEEHIGHMEDIA

91-9940375056

www.beehighmedia.com
info@beehighmedia.com

49, 9th Cross Street, Y Block,
Anna Nagar, Chennai 600040

March 17, 2021

Private and Confidential

Ms. Sonali M
Chrompet, Chennai

Sub: Offer of Employment.

Dear Sonali,

Further to our discussions, we are pleased to offer you the position with Bee High Media (BHM).

Position & Joining:

You shall be appointed as **Content Writer** with BHM. You are expected to join on or before **May 03, 2021** at 09.30 A.M. at the following location to complete your joining formalities. In the event of you not joining us on or before the said date, this offer will automatically stand withdrawn.

Your gross annual compensation is **Rs.1,80,000/-** (Rupees One Lakh and eighty thousand Only) per annum. Annexure I details about the compensation structure.

49, 9th Cross Street, Y Block, Anna Nagar, Chennai, Tamil Nadu 600040.

URL: <https://www.beehighmedia.com>

Compensation:

Please refer to Annexure I for the details as applicable to you. Your job title and compensation have been discussed with you and we have mutually agreed upon the same.

You will be employed at Bee High Media, Chennai.

You will be on probation for a period of six (6) months from the date of joining. During this period, the Company may conduct on-going reviews to assess your performance. Based upon the reviews, your employment would be confirmed in the company. In case of any extension in the

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



BEEHIGHMEDIA

91-9940375056

www.beehighmedia.com
info@beehighmedia.com

49, 9th Cross Street, Y Block,
Anna Nagar, Chennai 600040

ANNEXURE - I

Remuneration Details

Name: Ms. Sonali M

Designation : Content Writer

Components	Per Month Rs.	Per Annum Rs.
Monthly Consolidated Salary	15,000	1,80,000
Travel Allowance	-	-
Total Cost To Company	15,000	1,80,000

- You will be on probation for a period of 6 months and will be confirmed after that based on your performance.
- Your Annual CTC (including performance incentive) would be INR. 1,80,000/- (Rupees One Lakh and eighty thousand only) inclusive of all statutory deductions & contributions towards P.F, ESI, Professional/Personal Tax whenever applicable.
- All perquisites and benefits in your salary plan shall be governed as per policy applicable to employees in the company and shall be governed by statutory guidelines and taxes as applicable. The other terms and conditions are normal and as specified in the company's rules and regulations.
- Incentive / Annual Bonus is based on employee performance, company performance, and is given at the discretion of the management.

Sowmya Shruthi C
Partner
Bee High Media

B. Kalpana
PRINCIPAL

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



May 03, 2021

Sowmiya P,
Chennai

Invitation to join Hashtag Inc.

Dear Sowmiya P,

We are pleased to extend an offer of employment to you based on your performance during our assessment process. We believe you are a great fit for the role of **Graphic Design Associate** at our agency.

We offer talented and motivated individuals an opportunity to build skills and competencies that will last a lifetime. Our compensation structure generously rewards high performance. Hashtag Inc.'s strong people-oriented culture and values are another area that sets us apart and we care deeply about the individuals we employ.

While our environment is challenging and requires motivation and commitment to succeed, you will expand your professional capabilities and become part of the Hashtag Inc. family.

Enclosed you will find:

- A formal letter with your offer details (one copy for you to sign and return to us, one copy for your retention)

If at any time you have questions on our offer, the role or about our environment, please contact Kothai [Phone: 7904960344; email: hr@hashtaginc.co.in] with any questions you may have.

Congratulations, we are very excited to have you join us!

Yours sincerely,

Adithya S
Co-Founder

Chiraag Kinger
Co-Founder

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



Compensation Overview

Name: Sowmiya P

Title: Graphic Design Associate

Sl.	Earning Head	Per Month (Rs.)	Annual (Rs.)
1	Basic Salary	9,900.00	1,18,800.00
2	House Rent Allowance (HRA)	6,300.00	75,600.00
3	Special Pay Allowance	1,800.00	21,600.00
A	Gross Salary	18,000.00	2,16,000.00
B	Less: Professional Tax	208.00	2,496.00
C	Net In-Hand Salary	17,792.00	2,13,504.00

Note: The above compensation package should not be discussed with anyone other than the undersigned.



Authorised signatory


Acceptance signature

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

Branch Office:

Golden rays business centre, Old no. 29 A, New no 53 A,
Lake view road, West Mambalam, Chennai 600 033.

Date: 10-Aug-2021

To,

Sowndarya A,

Appointment Letter

Tamil Nadu.

Dear Sowndarya,

With reference to your application and the subsequent interview you had with us, we have pleasure in appointing you as **Associate CS** effective from 10-Aug-2021 till 09-Aug-2021 the company however, reserves the right to change your designation and duties at any time at its discretion.

The appointment shall be subject to following terms and conditions: --

- a) Your Salary Structure shall be as per Annexure (A).

You will be placed at our client "Sutherland Global Services". Your employment is Co-Terminus to our contract with "Sutherland Global Services - Block A1, Shriram the Gateway, No:16, G S T Road, Perungalathur, Chennai - 600 063, India." The detailed job description shall be provided to you at the time of Joining.

- b) Your employment shall continue with "Sutherland Global Services" as long as our contract with "Sutherland Global Services" continues. In other words your appointment shall come to an end once our contract with "Sutherland Global Services" is terminated. Your probation period is for 3 months from your date of joining. Your employment may be terminated by the company either during the period of your probation or the extended period of probation by giving 15 days of written notice or salary in lieu of notice without assigning any reason whatsoever. Similarly you may also terminate the service by giving 15 days written notice or by depositing or adjusting your 15 days salary in lieu of notice. Also leaves will not be adjusted against the Notice recovery at the time of separation.

- c) In the event of your services being terminated for any reasons whatsoever or you're leaving the services of the company, you will be obliged to account in and return the property of the company such as, instruments, tools, books, and cash etc., held in your possession, custody or charge. Failure to do this will result in the company, with-holding your salary and deducting the value of such property there from and taking such other action, as may be deemed fit.

- d) During the period of your employment, you shall not take up any other services or be employed elsewhere or do any work either on your own account or otherwise in any way for the company.

PRINCE SHRI VENKATESHWARA

ARTS AND SCIENCE COLLEGE

GOVINDAVILAKAM, CHENNAI 600 07

ANNEXURE "A"

STATEMENT OF GROSS WAGES

Name : Sowndarya A

Designation : Associate CS

	Salary Heads	Monthly	Annually
A	Basic + DA	8500	78000
B	HRA	2600	31200
C	Other Allowances	542	6495
A+B+C = D	Fixed Pay	9642	115698
E	Variable Pay	3558	42697
D+E = F	Gross	13200	158395
G	PF (Emp. Cont.)	845	10140
H	ESI (Emp. Cont.)	99	1185
I	PT	208	2500
G+H+I = J	Total Deduction	1152	13828
F-J	Net Take Home	12047	144567
K	P.F. (Empr. Cont.)	915	10985
L	ESI (Empr. Cont.)	429	5148
K + L = M	Total (Empr. Cont.)	1344	16133
F+M = N	CTC	14544	174528

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



HR Ref No: VDARTOL21522

June 09, 2021

Dear Srija,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of **Associate-Global Finance** with VDart Group, on the following terms and conditions

You will draw a CTC of **1,41,169 (One Lakh Forty One Thousand One Hundred And Sixty Nine Rupees Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **June 16, 2021**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- You are required to submit your **PAN / Aadhar number** to HR on your joining

We look forward to you joining with our team. We are sure that you will have a long, rewarding and fulfilling career with our company.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

MohanaSundaram
Assistant General Manager - HR

B. Kelpame
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
PONDYMAKKAM, CHENNAI-600 073.

Annexure 1

Please find below the detailed monthly compensation break up, excluding taxation

Salary Components	Monthly	Annual
Basic	7143	
HRA	2857	
Total Gross Salary (A)	10000	120000
EPF	857	
ESIC	325	
Gratuity	344	
Part - (B)	1526	18312
Monthly CTC (A+B)	11526	
Leave Encashment (C)		2857
Annual CTC (A+B+C)		141169

* PT will be deducted once in six months

* Deductions may vary subject to change in statutory rules

List of Mandatory documents to be submitted at the time of joining:

1. Relieving letter/ Service certificate from your previous employers (if previously employed)
2. UAN / ESIC Number (if previously employed)
3. Copy of last 3 months pay slip & form 16 or tax report (if previously employed)
4. Copies of educational certificates (10th/12th/Final Graduation Certificate or Diploma Certificate/Final PG certificate if applicable)
5. 4 copies of recent passport size photographs (2 with white background & 2 with blue background)
6. ID Proof copy, self-attested – (Aadhar / PAN Card / Passport /Driving License / Voter's ID)
7. Address Proof Copy, self-attested (Aadhar / Passport /Driving License / Voter's ID)

B. Kalpana
PRINCIPAL
 PRINCE SHRI VENKATESHWARA
 ARTS AND SCIENCE COLLEGE
 KAM. CHENNAI 600 073.

10-Jun-2021

Dear SRIJA S,

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
Total Fixed Pay	270,000.00

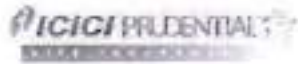
The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

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
POORNAKAM, 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. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 071.



HR Ref No: VDARTOL21533

June 09, 2021

Dear Srimathi,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of **Associate-Global Finance** with VDart Group, on the following terms and conditions

You will draw a CTC of **1,41,169 (One Lakh Forty One Thousand One Hundred And Sixty Nine Rupees Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **June 16, 2021**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

We look forward to you joining with our team. We are sure that you will have a long, rewarding and fulfilling career with our company.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

Mohana Sundaram
Assistant General Manager - HR

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

Annexure 1

Please find below the detailed monthly compensation break up, excluding taxation

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7. Address Proof Copy, self-attested (Aadhar / Passport /Driving License / Voter's ID)

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