

18-03-2021

**Dhanalakshmi N**  
Prince Shri Venkateshwara Arts and Science College  
Chennai

Dear Dhanalakshmi,

We are delighted to offer you the position of **Cybersecurity Analyst** at Syрма Technology. We are confident that your experience and qualifications will make a significant contribution to our team.

As per our discussion, your job responsibilities will include:

- Conducting vulnerability assessments and penetration testing on our computer networks and systems
- Developing and implementing security protocols and procedures to safeguard company data and systems
- Monitoring and analyzing security events and incidents, and taking appropriate actions to mitigate risks
- Providing cybersecurity awareness training to employees
- Keeping up-to-date with the latest cybersecurity threats and trends

Your starting salary for this position will be **1,70,300** per annum. You will be eligible for standard company benefits, including health insurance, paid time off, and retirement benefits, subject to the terms and conditions of the company policy.

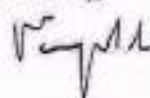
Your employment with us will begin on **20-05-2021**. You will be reporting to Mr. Sridharan, who will be your direct manager.

Before you join, we will require you to complete a background check and provide proof of your academic qualifications and previous employment.

We are excited to have you join our team and look forward to your contribution to our company's success. Please sign and return a copy of this letter as a token of your acceptance of our offer.

Congratulations on your new position.

Sincerely,



**Venugopal Sivaraman**  
HR Manager

*B. Kalpane*  
**PRINCIPAL**

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

Candidate Acceptance



**Dhanalakshmi N**  
**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE**

# MAX MED LABORATORIES

## LETTER OF EMPLOYMENT

**Ms. DHANALAKSHMI R**  
Chennai

Dear Dhanalakshmi,

We are extremely happy to offer you the position of Lab Technician in our company Max Med Laboratories. Your interview with us on 03-03-2021 was a very intriguing experience.

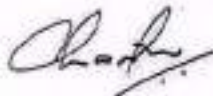
As a Medical Laboratory Technician, your primary responsibility will be to perform laboratory tests on patient samples and report accurate and timely results. You will be responsible for performing a variety of tests such as haematology, microbiology, and clinical chemistry, among others. Your work will be essential in helping healthcare providers diagnose and treat diseases.

Your starting salary as a Lab Technician will be **Rs.1,05,000** per annum which will be provided monthly via online mode. According to the company's policy, we will provide you with certain health benefits; the company will also provide you will a transportation allowance and a laptop for the recording and tabulation of the observational charts.

Please note that your position is entirely based on a contract between you and the company which on ending can terminate your position in the company. If this job meets your terms and conditions, please send in a signed letter within **15-03-2021**, you may keep a copy of this letter for future reference. On receiving your signed letter, we will mail you the joining date.

We will be greatly delighted to have you on board, if you have any further queries, you can e-mail us at [maxmedhirina@gmail.com](mailto:maxmedhirina@gmail.com).

Thanking You,  
Yours sincerely,



HR Manager

Candidate Signature: Dhanalakshmi 12.3.21

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



# 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

**Mr. Dhanush S**

Prince Shri Venkateshwara Arts and Science College  
Chennai

Dear Dhanush,

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 **01<sup>st</sup> 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 **18<sup>th</sup> March 2021**.

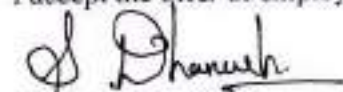
We look forward to having you join our team!

Sincerely,



Manager

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

  
[Dhanush S]

Date: 16-3-2021

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

**Letter of Intent**

Dear Dhanushkar S,  
B.Com,  
Prince Shri Venkateshwara Arts and Science College

We are pleased to inform you of our intent to offer you the position of 'Trainee - 3B2' / 'Trainee - Data Conversion' with our organization. Your annual Cost-to-Company (CTC) will be Rs. 1,66,596 p.a. The break-up of the CTC will be provided to you along with your offer letter.

You will be informed of the exact date of joining closer to the start of your employment with TNQ.

Acknowledge this mail on or before **April 22, 2021** to indicate your acceptance of this offer.

Please mention your preferred job location in the reply mail:-

- a) Chennai
- b) Colmbatore

We will try to take your preferences into account. However, the management reserves the right to assign you to any location based on the business requirements at the time.

We look forward to your joining us and building a successful career with TNQ. All the very best!

Feel free to write back to us for any clarifications.

**NOTE:** TNQ and preferred recruitment partners NEVER ask for 'Recruitment fees', 'Processing fees', 'Security deposits', or any other kind of money in exchange for offer letters or interview calls.

Thanks & Regards  
Human Resources  
TNQ Technologies Pvt. Ltd.  
[Linkedin](#) | [Twitter](#) | [Facebook](#)  
T : +91 44 4596 4800 | [tnq.co.in](http://tnq.co.in)

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

**LTI**

Lets Solve

Date: September 13, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: DHEEBHA G

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear DHEEBHA G,

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.

*B. Kalpana*  
**PRINCIPAL**

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

ANNEXURE-1

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

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



98-8000071009  
syrmatech@gmail.com  
Phase II, Zone B, MEPZ-SEZ  
Chennai - 600045

18-03-2021

**Dhivya K**  
Prince Shri Venkateshwara Arts and Science College  
Chennai

Dear Dhivya,

We are delighted to offer you the position of **Data Analyst** at Syрма Technology. We are confident that your experience and qualifications will make a significant contribution to our team.

As per our discussion, your job responsibilities will include:

- Collecting and analyzing data
- Creating reports and visualizations
- Cleaning and transforming data
- Maintaining databases and data systems
- Keeping up-to-date with data analysis tools and techniques

Your starting salary for this position will be **1,70,300** per annum. You will be eligible for standard company benefits, including health insurance, paid time off, and retirement benefits, subject to the terms and conditions of the company policy.

Your employment with us will begin on **20-05-2021**. You will be reporting to Mr. Sridharan, who will be your direct manager.

Before you join, we will require you to complete a background check and provide proof of your academic qualifications and previous employment.

We are excited to have you join our team and look forward to your contribution to our company's success. Please sign and return a copy of this letter as a token of your acceptance of our offer.

Congratulations on your new position.

Sincerely,

Venugopal Sivaraman  
HR Manager

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

Candidate Acceptance

  
Dhivya K



**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*

Ms. DINAKAR S  
East Tambaram, Chennai

**Sub: Offer of Employment.**

Dear Dinakar S,

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



**PKF Sridhar & Santhanam LLP**

Chartered Accountants

Letter of Appointment

Ref/HR/App/Vis

18<sup>th</sup> June 2021

**Mr. Dinesh Kumar G**

No: 9451, 70<sup>th</sup> St, Kannaki Nagar,  
Thuraipakkam, Chennai 600097

Dear Mr. Dinesh,

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 21<sup>st</sup> 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

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

**Letter of Intent**

Dear Dineshkumar B,  
B.Com,  
Prince Shri Venkateshwara Arts and Science College

We are pleased to inform you of our intent to offer you the position of 'Trainee – 3B2' / 'Trainee – Data Conversion' with our organization. Your annual Cost-to-Company (CTC) will be Rs. 1,66,596 p.a. The break-up of the CTC will be provided to you along with your offer letter.

You will be informed of the exact date of joining closer to the start of your employment with TNQ.

Acknowledge this mail on or before **April 22, 2021** to indicate your acceptance of this offer.

Please mention your preferred job location in the reply mail:-

- a) Chennai
- b) Colimbatore

We will try to take your preferences into account. However, the management reserves the right to assign you to any location based on the business requirements at the time.

We look forward to your joining us and building a successful career with TNQ. All the very best!

Feel free to write back to us for any clarifications.

**NOTE:** TNQ and preferred recruitment partners NEVER ask for 'Recruitment fees', 'Processing fees', 'Security deposits', or any other kind of money in exchange for offer letters or interview calls.

Thanks & Regards  
Human Resources  
TNQ Technologies Pvt. Ltd.  
[Linkedin](#) | [Twitter](#) | [Facebook](#)  
T : +91 44 4596 4800 | [tnq.co.in](http://tnq.co.in)

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



## APPOINTMENT LETTER

05 October, 2021

Dear **Dinesh S,**

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	Dinesh S
Designation	Processor
Date Of Joining	19 October, 2021
Level	AA
Basic	102054
House Rent Allowance	51027
Bonus	20411
WBP	51083
PF	18353
Gratuity	4909
ESI	7299
<b>Target Cost To Company (per Annum)</b>	<b>255136</b>

\*\*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.

JU = AAD

3rd Floor, Raghav Arcade, Kamaraj Nagar,  
Thiruvanmiyur, Chennai - 600041  
Date: 25th June 2021

Dineshkumar G,

This is with reference to your application and the subsequent discussions we had on you taking up employment in the company based at our Chennai Office. In this context, we are pleased to appoint you as "Social Media Manager" on the following terms & conditions:

1. Employment Type: Permanent, (Probation - 1 month)

2. Below are your CTC details:

Breakup of Compensation Package (All figures are in INR)		
CTC - INR 2,34,000		
Salary	Monthly	Annual
Base	18,000	2,16,000
Reimbursement	1500	18,000
<b>Total</b>	<b>19,500</b>	<b>2,34,000</b>
Notes: 1. Incentives & Reimbursements are variable 2. Reimbursements will be processed on producing bills		

3. Reporting & Job Assignment: During your employment with the Company, you shall be reporting to Ms. Mridula Ramadugu and your timings shall be governed by the working hours of our office. You may during the course of your tenure may be given any assignment and / or additional assignment arising out of the Company's business that the management, in its subjective judgment, feels is suited to your background, qualifications or experience.

4. Salary will be processed on or before the 5th of every month, Incentives & reimbursements will be processed every Quarter. (Reimbursements are over and above your base salary and is subject to submission of bills and will be capped at INR 1500/month)

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

**Acceptance:**

I have read the principle terms of my employment with Jugaad and confirm my acceptance of the aforementioned terms. I hereby also declare to comply with the terms of this employment letter, the Code of Conduct of the company and all other policies, as may be amended from time to time.

Thanking you,



For Jugaad,

Authorized Signatory Signature

Mridula Ramadugu

*B. Kalpana*  
**PRINCIPAL**

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



Date: 14-Dec-21

Dear Divya L,

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. Kalpane*  
**PRINCIPAL**

PRINCE SHRI VENKATESHWAR  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 041

**CSS Corp Private Limited**  
CIN:U72900TN2000PTC115034

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

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
<b>Total Guaranteed Compensation (TGC)</b>		<b>18,833</b>	<b>2,26,000</b>
Variable Component			
<b>Variable Performance Pay**</b>			<b>24,000</b>
<b>Gross Cost to Company (CTC)</b>			<b>2,50,000</b>
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  
 GOWRIVAKKAM, CHENNAI-600 073.



**Date: 14-Dec-21**

**Dear Dinakar.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.

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2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,26,000/-** (Rupees Two Lakh Twenty Six Thousand Only).
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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 VENKATESHVARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 073.

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

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

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
<b>Total Guaranteed Compensation (TGC)</b>		<b>18,833</b>	<b>2,26,000</b>
Variable Component			
<b>Variable Performance Pay**</b>			<b>24,000</b>
<b>Gross Cost to Company (CTC)</b>			<b>2,50,000</b>
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.			

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

# MAX MED LABORATORIES

## LETTER OF EMPLOYMENT

**Ms. DIVYA PRIYA G**  
Chennai

Dear Divya Priya,

We are extremely happy to offer you the position of Lab Technician in our company Max Med Laboratories. Your interview with us on 03-03-2021 was a very intriguing experience.

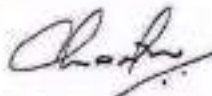
As a Medical Laboratory Technician, your primary responsibility will be to perform laboratory tests on patient samples and report accurate and timely results. You will be responsible for performing a variety of tests such as haematology, microbiology, and clinical chemistry, among others. Your work will be essential in helping healthcare providers diagnose and treat diseases.

Your starting salary as a Lab Technician will be **Rs.1,05,000** per annum which will be provided monthly via online mode. According to the company's policy, we will provide you with certain health benefits; the company will also provide you will a transportation allowance and a laptop for the recording and tabulation of the observational charts.

Please note that your position is entirely based on a contract between you and the company which on ending can terminate your position in the company. If this job meets your terms and conditions, please send in a signed letter within **15-03-2021**, you may keep a copy of this letter for future reference. On receiving your signed letter, we will mail you the joining date.

We will be greatly delighted to have you on board, if you have any further queries, you can e-mail us at [maxmedhrina@gmail.com](mailto:maxmedhrina@gmail.com).

Thanking You,  
Yours sincerely,



HR Manager

Candidate Signature: Divya Priya on 12.3.21

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



# NOVOCURA TECH HEALTH SERVICE

## LETTER OF INTENT

April 22, 2021

**DIVYA A**  
**PRINCE SHRI VENKATESHWARA ARTS AND SCIENCE COLLEGE**

Dear Divya,

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.

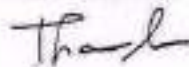
Your responsibilities as a executive will include reviewing medical records, assigning codes to diagnoses and procedures, and ensuring compliance with patients and billing regulations. You will also be responsible for communicating with healthcare providers to clarify diagnoses and procedures as necessary.

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 **15<sup>th</sup> 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 [campuswithnovo@gmail.com](mailto:campuswithnovo@gmail.com)

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

Yours Faithfully,



**Thajra Chopra**  
Director - Human Resources

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



Novocura Tech Health Service

Novocura Tech Health Service@gmail.com

Novocura Tech Health Service  
Chennai - 600 072

2 May, 2021

Divya D  
Chennai

Dear **Divya**,

Congratulations! We are happy to offer you the position of **Management Trainee - Sales** in our company, PickYourTrail. PickYourTrail is a travel technology company, which aims to change the way people experience vacations. We hope that your contribution will enable us to cross many frontiers together.

This Letter of Invitation includes Details of Compensation and Annexure as listed below:

Annexure 1: Terms and Conditions  
Annexure 2: Compensation Details

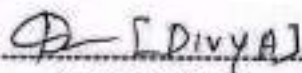
To accept this offer, please sign and return one copy of this offer letter and annexure and retain the other copy for your records. We request you to keep this offer letter confidential. In case you do not return the accepted and signed copy of this offer letter within 7 working days, the offer may stand withdrawn. The Company reserves the right to withdraw the offer made to you, before your acceptance, without providing any reasons to you.

Welcome to PickYourTrail Family! We wish you a long and fruitful career ahead. Yours

Sincerely,



Hari Ganapathy & Srinath Shankar  
Founder(s) - PickYourTrail



Acceptance Name

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

**ANNEXURE 2: Compensation Details**
**Compensation Package**

Salary Head		
Particulars	Annual Compensation	Monthly Compensation
<b>Fixed Component</b>		
Basic	108000	9000
HRA	54000	4500
Conveyance Allowance	20000	1667
Medical Allowance	15000	1250
Mobile Reimbursement	18000	1500
Internet Reimbursement	18000	1500
Special Allowance	15400	1283
Employer PF contribution (E)	21600	1800
<b>Fixed Component Total (A)</b>	<b>270000</b>	<b>22500</b>
<b>Variable Component ( Per Quarter)</b>		
Variable pay	115714	9643
<b>Variable Component Total (B)</b>	<b>115714</b>	<b>9643</b>
<b>Gross Component (A+B)= (C)</b>	<b>385714</b>	<b>9643</b>
<b>Deductions</b>		
Employee's Contribution PF	21600	1800
Professional Tax	2500	208
<b>Total Deductions (D)</b>	<b>24100</b>	<b>2008</b>
<b>Net Salary with Variable</b>	<b>340014</b>	<b>28335</b>
<b>Net Salary with W/O Variable</b>	<b>224300</b>	<b>18692</b>

[Note: Variable Pay will not be applicable during your probation period of 3 months]

**Basic:** This is a fixed monthly component of your salary and is taxable. It will not vary every month and is fixed for a particular period.

**HRA:** HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

*B. Kalpana*

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

JU AAD

3rd Floor, Raghav Arcade, Kamaraj Nagar,  
Thiruvanmiyur, Chennai - 600041  
Date: 25th June 2021

Divya K,

This is with reference to your application and the subsequent discussions we had on you taking up employment in the company based at our Chennai Office. In this context, we are pleased to appoint you as "Social Media Manager" on the following terms & conditions:

1. **Employment Type:** Permanent, (Probation - 1 month)

2. Below are your CTC details:

Breakup of Compensation Package (All figures are in INR)		
CTC - INR 2,34,000		
Salary	Monthly	Annual
Base	18,000	2,16,000
Reimbursement	1500	18,000
<b>Total</b>	<b>19,500</b>	<b>2,34,000</b>

**Notes:** 1. Incentives & Reimbursements are variable  
2. Reimbursements will be processed on producing bills

3. **Reporting & Job Assignment:** During your employment with the Company, you shall be reporting to Ms. Mridula Ramadugu and your timings shall be governed by the working hours of our office. You may during the course of your tenure may be given any assignment and / or additional assignment arising out of the Company's business that the management, in its subjective judgment, feels is suited to your background, qualifications or experience.

4. Salary will be processed on or before the 5th of every month, Incentives & reimbursements will be processed every Quarter. (Reimbursements are over and above your base salary and is subject to submission of bills and will be capped at INR 1500/month)

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

**Acceptance:**

I have read the principle terms of my employment with Jugaad and confirm my acceptance of the aforementioned terms. I hereby also declare to comply with the terms of this employment letter, the Code of Conduct of the company and all other policies, as may be amended from time to time.

Thanking you,



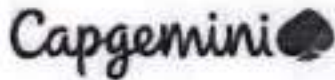
For Jugaad,

Authorized Signatory Signature

Mridula Ramadugu

*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: 1723885**

**Letter of Intent ("LOI")**

Dear Divyabharathi S,

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

**Divyabharathi S**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR2,75,000/- (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 **INR25,000 (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 Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

---

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man. Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6899 1000 | Fax: +91 20 6899 5050 | CIN: U85110PN1983PLC145950 Page 3 of 3

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



netrocon digital

March 05, 2021

Divyabharathi M  
22/15, Sreedharan Street,  
Puzhuthivakkam,  
Chennai, 600091

Dear Divyabharathi,

**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 **3<sup>rd</sup> 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,

Accepted

Date of Joining: 05/05/21

Shirley Vincent,  
Director

*H. Divyabharathi*  
Divyabharathi M

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

2 May, 2021

Divyadharshini S J  
Chennai

Dear **Divyadharshini**,

Congratulations! We are happy to offer you the position of **Management Trainee - Sales** in our company, PickYourTrail. PickYourTrail is a travel technology company, which aims to change the way people experience vacations. We hope that your contribution will enable us to cross many frontiers together.

This Letter of Invitation includes Details of Compensation and Annexure as listed below:

Annexure 1: Terms and Conditions  
Annexure 2: Compensation Details

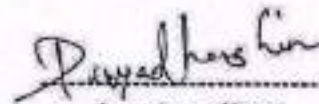
To accept this offer, please sign and return one copy of this offer letter and annexure and retain the other copy for your records. We request you to keep this offer letter confidential. In case you do not return the accepted and signed copy of this offer letter within 7 working days, the offer may stand withdrawn. The Company reserves the right to withdraw the offer made to you, before your acceptance, without providing any reasons to you.

Welcome to PickYourTrail Family! We wish you a long and fruitful career ahead. Yours

Sincerely,



Hari Ganapathy & Srinath Shankar  
Founder(s) - PickYourTrail

 **DIVYADHARSHINI**  
Acceptance Name

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

**ANNEXURE 2: Compensation Details**
**Compensation Package**

Salary Head		
Particulars	Annual Compensation	Monthly Compensation
<b>Fixed Component</b>		
Basic	108000	9000
HRA	54000	4500
Conveyance Allowance	20000	1667
Medical Allowance	15000	1250
Mobile Reimbursement	18000	1500
Internet Reimbursement	18000	1500
Special Allowance	15400	1283
Employer PF contribution (E)	21600	1800
Fixed Component Total (A)	270000	22500
<b>Variable Component ( Per Quarter)</b>		
Variable pay	115714	9643
Variable Component Total (B)	115714	9643
Gross Component (A+B)= (C)	385714	9643
<b>Deductions</b>		
Employee's Contribution PF	21600	1800
Professional Tax	2500	208
Total Deductions (D)	24100	2008
Net Salary with Variable	340014	28335
Net Salary with W/O Variable	224300	18692

[Note: Variable Pay will not be applicable during your probation period of 3 months]

Basic: This is a fixed monthly component of your salary and is taxable. It will not vary every month and is fixed for a particular period.

HRA: HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

*B. Kalpana*

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

**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,

Doss Aristotle,

**Appointment Letter**

Tamil Nadu.

Dear Doss Aristotle,

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 the services or be employed elsewhere or do any work either on your own account or otherwise, other than of the company.

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

ANNEXURE "A"

STATEMENT OF GROSS WAGES

**Name** : Doss Aristotle

**Designation** : Associate CS

	Salary Heads	Monthly	Annually
A	Basic + DA	6300	78000
B	HRA	2600	31200
C	Other Allowances	542	6498
<b>A+B+C = D</b>	<b>Fixed Pay</b>	<b>9642</b>	<b>115698</b>
E	Variable Pay	3656	42697
<b>D+E = F</b>	<b>Gross</b>	<b>13200</b>	<b>158395</b>
G	PF (Emp. Cont.)	845	10140
H	ESI (Emp. Cont.)	99	1188
I	PT	208	2500
<b>G+H+I = J</b>	<b>Total Deduction</b>	<b>1152</b>	<b>13828</b>
<b>F-J</b>	<b>Net Take Home</b>	<b>12047</b>	<b>144567</b>
K	P.F. (Empr. Cont.)	915	10985
L	ESI (Empr. Cont.)	429	5148
<b>K + L = M</b>	<b>Total (Empr. Cont.)</b>	<b>1344</b>	<b>16133</b>
<b>F+M = N</b>	<b>CTC</b>	<b>14544</b>	<b>174528</b>

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

2 May, 2021

Ebenazer G  
Chennai

Dear **Ebenazer**,

Congratulations! We are happy to offer you the position of **Management Trainee - Sales** in our company, PickYourTrail. PickYourTrail is a travel technology company, which aims to change the way people experience vacations. We hope that your contribution will enable us to cross many frontiers together.

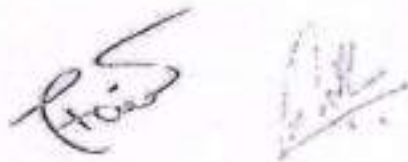
This Letter of Invitation includes Details of Compensation and Annexure as listed below:

Annexure 1: Terms and Conditions  
Annexure 2: Compensation Details


To accept this offer, please sign and return one copy of this offer letter and annexure and retain the other copy for your records. We request you to keep this offer letter confidential. In case you do not return the accepted and signed copy of this offer letter within 7 working days, the offer may stand withdrawn. The Company reserves the right to withdraw the offer made to you, before your acceptance, without providing any reasons to you.

Welcome to PickYourTrail Family! We wish you a long and fruitful career ahead. Yours

Sincerely,



Hari Ganapathy & Srinath Shankar  
Founder(s) - PickYourTrail

 EBENAZER

Acceptance Name

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



**ANNEXURE 2: Compensation Details**
**Compensation Package**

Salary Head		
Particulars	Annual Compensation	Monthly Compensation
<b>Fixed Component</b>		
Basic	108000	9000
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Conveyance Allowance	20000	1667
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Internet Reimbursement	18000	1500
Special Allowance	15400	1283
Employer PF contribution (E)	21600	1800
<b>Fixed Component Total (A)</b>	<b>270000</b>	<b>22500</b>
<b>Variable Component ( Per Quarter)</b>		
Variable pay	115714	9643
<b>Variable Component Total (B)</b>	<b>115714</b>	<b>9643</b>
<b>Gross Component (A+B)= (C)</b>	<b>385714</b>	<b>9643</b>
<b>Deductions</b>		
Employee's Contribution PF	21600	1800
Professional Tax	2500	208
<b>Total Deductions (D)</b>	<b>24100</b>	<b>2008</b>
<b>Net Salary with Variable</b>	<b>340014</b>	<b>28335</b>
<b>Net Salary with W/O Variable</b>	<b>224300</b>	<b>18692</b>

[Note: Variable Pay will not be applicable during your probation period of 3 months]

**Basic:** This is a fixed monthly component of your salary and is taxable. It will not vary every month and is fixed for a particular period.

**HRA:** HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.



**APPOINTMENT LETTER**

Ms. EDAL MILLINA J  
Chennai

Dear Edal Millina,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Junior Developer with Aventros Software Solutions.

**1. Date of Commencement:**

You will be joining our team on 14<sup>th</sup> June 2021 and your work schedule will be 40 hours per week. We look forward to seeing your positive impact on our projects.

**2. Salary Structure:**

Your starting salary will be 1,50,000 per year, and you will be eligible for other benefits such as health insurance, paid leave, and other benefits. We believe in rewarding our employees for their hard work and dedication to our company.

**3. Location:**

Your current location of employment shall be Chennai, India. However, Aventros Software Solutions reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

**4. Probationary Period:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which Aventros Software Solutions would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, Aventros Software Solutions may extend the probation period. If your performance is still found unsatisfactory, Aventros Software Solutions shall be entitled to terminate your services forthwith.

*B. Kalpana*  
**PRINCIPAL**

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





**5. Working Hours:**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law. The company reserves the right to alter/modify its working hours. In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

**6. Termination:**

In the event of resignation, you will be required to provide 90 days' notice in writing to your reporting manager. Similarly, the company may terminate your employment by providing you with 90 days' notice or salary in lieu of notice, subject to the terms of the employment contract.

**7. Code of Conduct:**

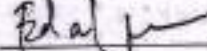
As a member of our team, we expect you to maintain the highest standards of professionalism and integrity. We encourage you to review this document carefully and ask questions if you have any concerns.

Please ensure that you submit all required documents, including your educational and professional certificates, ID proof, and any other relevant documents, on or before your joining date.

We are excited to welcome you to our team and look forward to seeing your contributions to our company's growth and success. If you have any questions or concerns, please do not hesitate to reach out to us.

Sincerely,

Sangeetha  
Associate Director - HRA

Accepted by  on 10.6.21

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



July 02, 2021

Elango. M

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.

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

This offer of employment, and your continued employment by the Firm, is subject to and conditional upon:

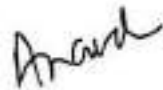
1. Agreement to, and compliance with, applicable Firm policy in effect from time to time, including without limitation to provisions in this Letter and amended from time to time during your employment.
2. Compliance with, the confidentiality of general business and trade secrets and client information which you would come to be aware of during the course of your employment.

The terms and conditions of this contract of employment shall be governed and interpreted according to the laws of India. Any dispute, controversy or claim arising out of or in connection with this contract of employment shall be resolved by binding, final arbitration in Chennai.

We are enthusiastic and pleased that you are going to be a part of our organization. To accept this offer of employment, you will need to sign this offer letter, and return to Consark Advisory Services LLP, Chennai, India. An additional copy of this letter is enclosed for your files.

We look forward to working together with you.


Sincerely,



Anand Krishnakumar

Partner

Accepted by   
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWTHIVAKKAM, CHENNAI - 600 073.

  
Elango. M

2-7-21  
Date:

**Letter of Intent**

Dear Elango M,  
B.Com,  
Prince Shri Venkateshwara Arts and Science College

We are pleased to inform you of our intent to offer you the position of 'Trainee - 3B2' / 'Trainee - Data Conversion' with our organization. Your annual Cost-to-Company (CTC) will be Rs. 1,66,596 p.a. The break-up of the CTC will be provided to you along with your offer letter.

You will be informed of the exact date of joining closer to the start of your employment with TNQ.

Acknowledge this mail on or before **April 22, 2021** to indicate your acceptance of this offer.

Please mention your preferred job location in the reply mail:-

- a) Chennai
- b) Coimbatore

We will try to take your preferences into account. However, the management reserves the right to assign you to any location based on the business requirements at the time.

We look forward to your joining us and building a successful career with TNQ. All the very best!

Feel free to write back to us for any clarifications.

**NOTE:** TNQ and preferred recruitment partners NEVER ask for 'Recruitment fees', 'Processing fees', 'Security deposits', or any other kind of money in exchange for offer letters or interview calls.

Thanks & Regards  
Human Resources  
TNQ Technologies Pvt. Ltd.  
[Linkedin](#) | [Twitter](#) | [Facebook](#)  
T : +91 44 4596 4800 | [tnq.co.in](http://tnq.co.in)

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



Date: 14-Dec-21

Dear Esther Evangelin 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  
GOWRIVAKKAM, CHENNAI-600 072.

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

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

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
<b>Total Guaranteed Compensation (TGC)</b>		<b>18,833</b>	<b>2,26,000</b>
Variable Component			
<b>Variable Performance Pay**</b>			<b>24,000</b>
<b>Gross Cost to Company (CTC)</b>			<b>2,50,000</b>
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.

**CSS Corp Private Limited**  
 CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
 Ambattur, Chennai Tel:91 44 66758000 ,www.csscorp.com





12-Feb-2021

Ms. Esther A  
Mobile: 7852368459  
E Mail ID: esther45bscp@gmail.com

Dear Esther,

We are delighted to offer you the position of Executive at CaratLane Trading Private Limited. Your initial posting will be at Chennai.

As agreed during our discussions this offer is valid provided you accept this offer in writing by 20-Feb-2021 and join us on or before 03-May-2021. Under the terms of this offer:

- 1. Total Compensation:** As a regular full time, employee of the company your annual salary will be Rs.2,50,000 (Two Lakhs and fifty Thousand Only) and other benefits for Rs 11,513 (Eleven Thousand Five Hundred and Thirteen Only) Compensation will also be inclusive of your annual benefits such as the company's contribution to Provident Fund and Medical Reimbursement. A detailed break up of your salary is provided in Annexure A. All forms of compensation referred to in this letter are subject to deduction to reflect applicable withholding and payroll taxes.
- 2. Probation Period:** You will be on probation for a period of 6 months. Your services will be confirmed at the end of the probation period, based on your performance evaluation against key metrics as defined in the KRAs issued to you at the time of joining the company.
- 3. Notice Period:** During the period of probation, yourself or the Company has the right to terminate the services with a notice of 15 days in writing or basic salary in lieu of notice. Following probation, if either party wishes to terminate this agreement either, they may do so by giving the other party 30 days' notice or basic salary in lieu of notice. Your employment with the Company will be "at will," meaning that either you or the Company will be entitled to terminate your employment at any time and for any reason, with or without cause subject to requirements of applicable law. The Company reserves the right to terminate your service at any time without notice should you be guilty of misdemeanor, misconduct, negligence or any breach of the terms and conditions of this agreement.
- 4. Tax & Compliance:** It is your continuous responsibility to meet all requirements under Indian Tax Laws including tax compliance and filing of personal tax returns in respect of all payments paid to you during your employment with CaratLane Trading Pvt Ltd. Taxes on any payment made under this letter will be borne by you. The Company shall deduct tax at source and any payments under this letter that require such deduction to be made by the employer in accordance with the Indian Tax Laws.
- 5. Leave:** No employee is eligible for any leave in the first 3 months of employment. Every employee will be eligible for 21 working days of annual leave thereafter. Please refer the Leave Policy for more details.

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

Annexure - I

Name	Esther A
Designation:	Executive
Location:	Chennai

Salary Components		Monthly	Annual
	Basic	10,417	125,000
	House Rent Allowance (HRA)	5,208	62,500
	Special Allowance	2,276	27,307
	Conveyance Allowance	-	-
	Medical Allowance	-	-
	Food Coupon*	-	-
	LTA*	-	-
	Communication Reimbursement*	-	-
	Fuel & Maintenance Reimbursement*	-	-
<b>A</b>	<b>Total Gross Per Month (GPM)</b>	<b>17,901</b>	<b>214,807</b>
<b>B</b>	<b>Employer's Contribution to PF</b>	<b>1,523</b>	<b>18,276</b>
	<b>Statutory Bonus</b>	<b>828</b>	<b>9,936</b>
	<b>Employer's Contribution to ESI</b>	<b>582</b>	<b>6,981</b>
<b>C</b>	<b>Annual Total Cost (ATC) - Total of A+B</b>	<b>20,834</b>	<b>250,000</b>
<b>Deductions</b>			
	Employee's Contribution to PF	1,523	18,276
	ESI	134	1,611
	Voluntary Provident Fund	-	-
	Food Coupon	-	-
	Professional Tax**	208	2,500
<b>D</b>	<b>Total Deductions</b>	<b>1,866</b>	<b>22,387</b>
	<b>Net Take Home (C - B - D)</b>	<b>16,035</b>	<b>192,420</b>
	Variable Payout (Quarterly Payout)	-	-
	<b>Cost to Company (CTC) : ATC + Variable Pay</b>	<b>20,833</b>	<b>250,000</b>
	GMC & GPA	458	5,500
	Gratuity	501	6,013
	<b>Total CTC</b>	<b>21,793</b>	<b>261,513</b>

\*Bills to be submitted to the Finance/HR Dept in January every year.

\*\*Subject to change as & when revised by authorities.

For CaratLane Trading Private Limited

Authorized Signatory

*B. Kalpana*  
Read & Accepted

*B. Kalpana*  
**PRINCIPAL**

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