

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,

Maria Jackulin F,

Appointment Letter

Tamil Nadu.

Dear Maria,

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

ANNEXURE "A"

STATEMENT OF GROSS WAGES

Name : Maria Jackulin F

Designation : Associate CS

	Salary Heads	Monthly	Annually
A	Basic + DA	6500	78000
B	HRA	2600	31200
C	Other Allowances	542	6498
A+B+C = D	Fixed Pay	9542	115698
E	Variable Pay	3558	42697
D+E = F	Gross	13200	158395
G	PF (Emp. Cont.)	845	10140
H	ESI (Emp. Cont.)	99	1188
I	PT	208	2500
G+H+I = J	Total Deduction	1152	13828
F-J	Net Take Home	12047	144567
K	P.F. (Empr. Cont.)	815	10985
L	ESI (Empr. Cont.)	429	5148
K + L = M	Total (Empr. Cont.)	1344	16133
F+M = N	CTC	14544	174528

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



S.K.BIOTECH

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

30th April 2021

PROVISIONAL LETTER OF OFFER

To

Mariammal M

Prince Shri Venkateshwara Arts and Science College

Dear Mariammal,

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 Kamallesh
Manager - HR

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

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,

Meenakshi B,

Appointment Letter

Tamil Nadu.

Dear Meenakshi,

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

ANNEXURE "A"

STATEMENT OF GROSS WAGES

Name : Meenakshi B

Designation : Associate CS

	Salary Heads	Monthly	Annually
A	Basic + DA	6500	78000
B	HRA	2600	31200
C	Other Allowances	542	6498
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	1188
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. Kalpane
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 PRINCE SHRI VENKATESHWARA
 ARTS AND SCIENCE COLLEGE
 GOWRIVAKKAM, CHENNAI-600 073

MRK MICRO LAB

No. 143 / 25, Thenkarai, Tamil Nadu 625601

25 March 2021

To

Megala Devi R

Department: B.Sc Micro Biology

College: Prince Shri Venkateshwara Arts and Science College

Letter of Offer

Dear **Megala Devi**,

Greetings from MRK Micro Lab.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services**. Congratulations!

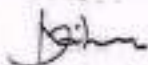
We are impressed by your qualifications and believe that your skills and experience will make a valuable contribution to our team. We offer a comprehensive training program that will provide you with the knowledge and skills you need to excel in this role. Our team of experienced professionals will provide you with hands-on training, feedback, and support throughout your training period.

As a Medical Coding Trainee, you will be responsible for coding medical diagnoses and procedures, ensuring that the coding is accurate and up to date. You will also be responsible for maintaining patient records, reviewing medical documentation, and communicating with healthcare providers to clarify diagnoses and procedures.

Your Start date will be **01 July 2021**. In this role, you will be required to work full-time, 40 hours per week. Your starting salary will be **Rs.1,56,000** and you will be eligible for health insurance, paid time off, etc.

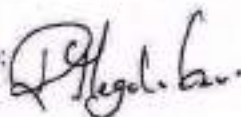
If you are interested in accepting this position, please sign and return a copy of this letter by 31 March 2021. We look forward to welcoming you to our team and helping you grow your career in medical coding.

Sincerely,



Mahesh Prabakaran
Manager.

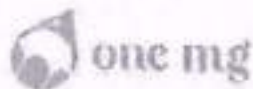
Accepted and Agreed to:
Megala Devi R



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

✉ cre@microlabchennai.com

☎ +044-2624 2525



21st June '2021

Sub: Offer Letter

Dear Ms. Merlin Reshma A,

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.

Address:
23, High Street Road,
St. Ann's Appinments,
Chennai-37

Phone:
+91 44 4554 4600

Company:
101 SR, Sector 91
Sungam-600086

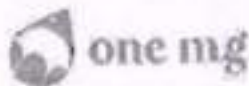
Phone:
+91 94480 34408

Unit:
4721 Desaiandra Road,
Sula 108, Marambur,
Tamil Nadu

Phone:
+91 9777 686-9

B. Kalpana
PRINCIPAL

**PRINCE SHALVENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 07***



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. Merlin Reshma A

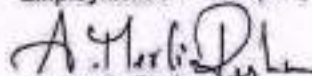
#	Description	Salary (First 3 months)	Salary (Month 4 - 12)
1	Basic Salary	9,000	10,000
2	Housing Rental Allowance	4,500	5,000
3	Travel Allowance	1,600	1,600
4	Other Allowances (Medical, Special Allowances)	2,900	3,400
	Total (per month)	18,000	20,000
	TDS deduction as applicable		

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;


Ms. Merlin Reshma A

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

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

Chennai
22, North Anna Road
Marina Apartments
Chennai-600 017

+91 44 4254 4699

Bangalore
101, 96, Sector 91
Bangalore - 560096

+91 844036408

Hyderabad
473, Dhanuvarthi Road
E-4, 25, Hyderabad
501 004

+91 20 696-9610

www.onemg.com
facebook.com/onemg
telugu.com/onepgwam.in



Employment Offer

28th June, 2021

Dear Ms. MISHBA FATHIMA A,

Greetings from TEKCLAN!!!

We are delighted to offer you a position as HR Executive with TEKCLAN Software Solutions Private Limited. Your anticipated start date will be 1st July, 2021.

Your role will be structured based on organizational requirements and aligned with your experience profile, capabilities and potential.

Your "Annual Total Cash Compensation" will be INR 2,30,000 (Rupees Two Lakhs Thirty Thousand only).

Annexure - A details the Salary break up.

Annexure - B outlines the general terms and conditions governing your employment with us.

This offer is valid subject to you submitting all necessary legal documentation pertaining to background verification / validation and appointment process.

On your first day of employment, please report to office at Chennai at 10:00 a.m. should there be a change in your start date, it is mandatory for you to communicate the same to us a week in advance as this impacts your experience with TEKCLAN.

Kindly return a copy of this letter duly counter signed by you, within a week in acceptance of the terms and conditions set out herein.

We take this opportunity to thank & appreciate your decision to join TEKCLAN.

We look forward to a long and mutually beneficial association. Kindly confirm your acceptance of this offer of appointment.

Sincerely,

A. Kadhambari

A.Kadhambari
Director

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



Scudder Medical Laboratory

21st January 2021

Moganapriya K
Chennai

Dear Moganapriya K,

Thank you for exploring career opportunities with Scudder Medical Laboratory. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of Clinical Research Associate. You are entitled to an Annual Total Compensation of Rs. 1,05,000.


The other details about your compensation detailed in Compensation and Benefits. We are glad to also offer you one time Joining Bonus. Please refer Joining Bonus for further details.


Your appointment will be governed by the terms and conditions of employment presented in Employment Agreement. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Project Manager.


As a Clinical Research Associate, you will be responsible for managing clinical trials to ensure they meet regulatory requirements and are conducted ethically. Your responsibilities will include preparing trial protocols, monitoring participant safety, and communicating with investigators and sponsors.


B. Kalpana
PRINCIPAL

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

 16, Parama Street, Puthukudierupu,
Nagercoil, Tamil Nadu 629001

 04652 236878

 scuddermmedlab@yahoo.com



Scudder Medical Laboratory

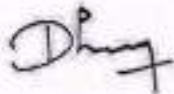
You are expected to join on or before 10th June 2021. You will receive a comprehensive training program, during which you will learn our company's standard operating procedures, trial protocols, and data management procedures.

We require that you have a Bachelor's degree in life sciences, healthcare, or related field. Additionally, you should have excellent communication and interpersonal skills and the ability to work independently and as part of a team.

If you accept this offer, please sign and return the enclosed copy of this letter by 30th January 2021, to indicate your acceptance of the terms of employment.

We look forward to having you as a part of our team and wish you all the best in your new role.

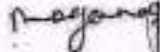
Sincerely,



Dharuman


Director


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


Signature: 


Date: 10.6.21

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



 15, Parama Street, Puthakudierapu,
Nagercoil, Tamil Nadu 629001

 04652 235873

 scuddermedlab@yahoo.com

MRK MICRO LAB

No. 143 / 25, Thenkarai, Tamil Nadu 625601

25 March 2021

To

Mohana P

Department: B.Sc Micro Biology

College: Prince Shri Venkateshwara Arts and Science College

Letter of Offer

Dear **Mohana,**

Greetings from MRK Micro Lab.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services**. Congratulations!

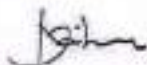
We are impressed by your qualifications and believe that your skills and experience will make a valuable contribution to our team. We offer a comprehensive training program that will provide you with the knowledge and skills you need to excel in this role. Our team of experienced professionals will provide you with hands-on training, feedback, and support throughout your training period.

As a Medical Coding Trainee, you will be responsible for coding medical diagnoses and procedures, ensuring that the coding is accurate and up to date. You will also be responsible for maintaining patient records, reviewing medical documentation, and communicating with healthcare providers to clarify diagnoses and procedures.

Your Start date will be **01 July 2021**. In this role, you will be required to work full-time, 40 hours per week. Your starting salary will be **Rs.1,55,000** and you will be eligible for health insurance, paid time off, etc.


If you are interested in accepting this position, please sign and return a copy of this letter by 31 March 2021. We look forward to welcoming you to our team and helping you grow your career in medical coding.

Sincerely,



Mahesh Prabakaran
Manager

Accepted and Agreed to:
Mohana P



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

✉ cre@microlabchennai.com

☎ +044-2624 2525

MRK MICRO LAB

No. 143 / 25, Thenkarai, Tamil Nadu 625601

25 March 2021

To

Mohana Priya S

Department: B.Sc Micro Biology

College: Prince Shri Venkateshwara Arts and Science College

Letter of Offer

Dear **Mohana Priya,**

Greetings from MRK Micro Lab,

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services**. Congratulations!

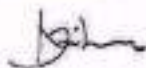
We are impressed by your qualifications and believe that your skills and experience will make a valuable contribution to our team. We offer a comprehensive training program that will provide you with the knowledge and skills you need to excel in this role. Our team of experienced professionals will provide you with hands-on training, feedback, and support throughout your training period.

As a Medical Coding Trainee, you will be responsible for coding medical diagnoses and procedures, ensuring that the coding is accurate and up to date. You will also be responsible for maintaining patient records, reviewing medical documentation, and communicating with healthcare providers to clarify diagnoses and procedures.

Your Start date will be **01 July 2021**. In this role, you will be required to work full-time, 40 hours per week. Your starting salary will be **Rs.1,56,000** and you will be eligible for health insurance, paid time off, etc.

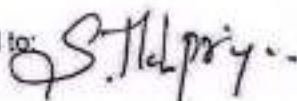
If you are interested in accepting this position, please sign and return a copy of this letter by 31 March 2021. We look forward to welcoming you to our team and helping you grow your career in medical coding.

Sincerely,



Mahesh Prabakaran
Manager

Accepted and Agreed to:
Mohana Priya S



B. Kalpana
PRINCIPAL

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

✉ cre@microlabchennai.com

☎ +044-2624 2525

2 May, 2021

Mohana M
Chennai

Dear **Mohana**,

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


..... MOHANA

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
Fixed Component		
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
Variable Component (Per Quarter)		
Variable pay	115714	9543
Variable Component Total (B)	115714	9543
Gross Component (A+B)= (C)	385714	9643
Deductions		
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.

URJITA ELECTRONICS PRIVATE LIMITED

+91-9446253147

urjitaelectronics@gmail.com

01st Sep 2020

Ref: UEPL/7125

APPOINTMENT LETTER

Ms. MONICA M

Prince Shri Venkateshwara arts and science college

Chennai.

Dear MONICA M,

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
GOWRIVAKKAM, CHENNAI

Nehru Nagar, Tambaram, Chennai, 600045

URJITA ELECTRONICS PRIVATE LIMITED

+91-9446253147

urjitaelectronics@gmail.com

3. Health Insurance Plan – ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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 Urjita Electronics Private Limited 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, Urjita Electronics Private Limited may extend the probation period. If your performance is still found unsatisfactory, Urjita Electronics Private Limited shall be entitled to terminate your services forthwith.

6. 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.

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

URJITA ELECTRONICS PRIVATE LIMITED

+91-9446253147

urjitaelectronics@gmail.com

7. Leave

Urjita Electronics Private Limited provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on Urjita Electronics Private Limited Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with 90 days notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with 90 days notice or salary in lieu thereof on either side. Urjita Electronics Private Limited reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

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



Scudder Medical Laboratory

21st January 2021

Monika V
Chennai

Dear Monika V,

Thank you for exploring career opportunities with Scudder Medical Laboratory. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of Clinical Research Associate. You are entitled to an Annual Total Compensation of Rs. 1,05,000.

The other details about your compensation detailed in Compensation and Benefits. We are glad to also offer you one time Joining Bonus. Please refer Joining Bonus for further details.

Your appointment will be governed by the terms and conditions of employment presented in Employment Agreement. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Project Manager.

As a Clinical Research Associate, you will be responsible for managing clinical trials to ensure they meet regulatory requirements and are conducted ethically. Your responsibilities will include preparing trial protocols, monitoring participant safety, and communicating with investigators and sponsors.

B. Kalpana
PRINCIPAL

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




16, Parama Street, Puthukudiarapu,
Nagercoil, Tamil Nadu 629001



04652 236878



scuddermedlab@yahoo.com



Scudder Medical Laboratory

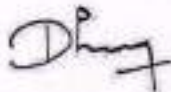
You are expected to join on or before 10th June 2021. You will receive a comprehensive training program, during which you will learn our company's standard operating procedures, trial protocols, and data management procedures.

We require that you have a Bachelor's degree in life sciences, healthcare, or related field. Additionally, you should have excellent communication and interpersonal skills and the ability to work independently and as part of a team.

If you accept this offer, please sign and return the enclosed copy of this letter by 30th January 2021, to indicate your acceptance of the terms of employment.

We look forward to having you as a part of our team and wish you all the best in your new role.


Sincerely,



Dharuman


Director


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


Signature: 

Date: 8.6.21

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

 10, Parama Street, Pothukudierupu,
Nagercoil, Tamil Nadu 628001

 04652 256875

 scuddermedlab@yahoo.com

Letter of Intent

Dear Monika S,
B.Sc - Computer Science,
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

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

2 May, 2021

Monisha P
Chennai

Dear **Monisha,**

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

Monisha MONISHA
Acceptance Name

B. Kalpana
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
Fixed Component		
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
Variable Component (Per Quarter)		
Variable pay	115714	9643
Variable Component Total (B)	115714	9643
Gross Component (A+B)= (C)	385714	9643
Deductions		
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.



May 03, 2021

Monisha U,
Chennai

Invitation to join Hashtag Inc.

Dear Monisha U,

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
GDWRIVAKKAM, CHENNAI-600 073.



Compensation Overview

Name: Monisha U

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.



12-Feb-2021

Ms. Monisha G
Mobile: 7845123698
E Mail ID: moniborntowin@gmail.com

Dear Monisha,

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	Monisha G
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*	-	-
A	Total Gross Per Month (GPM)	17,901	214,807
B	Employer's Contribution to PF	1,523	18,276
	Statutory Bonus	828	9,936
	Employer's Contribution to ESI	582	6,981
C	Annual Total Cost (ATC) - Total of A+B	20,834	250,000
Deductions			
	Employee's Contribution to PF	1,523	18,276
	ESI	134	1,611
	Voluntary Provident Fund	-	-
	Food Coupon	-	-
	Professional Tax**	208	2,500
D	Total Deductions	1,865	22,387
	Net Take Home (C - B - D)	16,035	192,420
	Variable Payout (Quarterly Payout)	-	-
	Cost to Company (CTC) : ATC + Variable Pay	20,833	250,000
	GMC & GPA	458	5,500
	Gratuity	501	6,013
	Total CTC	21,793	261,513

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

G. Monide
Read & Accepted



APPOINTMENT LETTER

18 August, 2021

Dear **Mugesh Babu M,**

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	Mugesh Babu M
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-600 073.

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

Letter of Intent

Dear Mugundhan 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) 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

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

Letter of Intent

Dear Murali D,
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](#)

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

Date: September 13, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Mugundhan. B

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear Mugundhan. B,

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.

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

ANNEXURE-1

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

July 02, 2021

Murali. D

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	Murali. D
Title	Audit Assistant – Risk Advisory Services
Fixed Compensation	INR 230,400 per annum
Date of Joining	25.08.2021

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. Kalpana
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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
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOVINDAVAKKAM, CHENNAI 600 073.

Murali. D

25-08-21

Date:



Date: 14-Dec-21

Dear MUTHU VIJAYAN M,

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.

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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

CONFIDENTIAL

Date: 17th March, 2021

Dear MUTHULAKSHMI M,

Based on our recent discussion with you, we are pleased to extend an offer to join Higa Digital Pvt. Ltd. (The Company). This letter officially confirms the offered terms of your employment with The Company.

Your detailed salary structure will be as per Annexure 1 - Compensation Details. It includes allowances and statutory benefits and will be structured in accordance with The Company's policy.

The standard "Terms of Employment" will govern your employment with Higa Digital Pvt. Ltd.

On successful completion of the onboarding process, you will be taken through a 1-day induction process to understand the day-to-day activities.

Job Title: Associate Social Media Specialist

Place of Employment: Social Panga, No 9, 100 ft Road, 17th A Main Road, 2nd & 3rd Floor, Above Nature's Basket, Opp Sukh Sagar Restaurant, Koramangala 5th Block, Bengaluru - 560095.

Work Timings: 10:00 AM to 7:30 PM

Date of joining: 03rd May, 2021

Probation Period: 3 months from the date of joining.

Notice Period: 2 Months from the date of resignation.

Holidays: As per Company Policy

Working Days: Monday to Friday

Please note, Date of joining is subject to change based on external circumstances.

If you are agreeable to these terms, please send us your acceptance through email. Wish you all success in your career.

We look forward to having you join the Army and wish you the very best.

Regards
Higa Digital Pvt. Ltd.

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ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI - 600 073.



Annexure 1 - Compensation Details

Per Annum Compensation Details	Amount (INR)
Basic	1,95,000
HRA^	78,000
Conveyance	14,916
Medical Compensation	12,084
Total Compensation	3,00,000

Apart from this, you will be eligible to receive other benefits as per Company policy.

^ HRA - Generally, the amount not taxable will be the least of the three: 40 % of Basic, HRA Received, and Rent less than 10 % of Basic.

Annexure 2 - Terms & Conditions of Employment

- Non-disclosure and Non-use Obligations: Recipient will maintain in confidence and will not disclose, disseminate or use any Confidential Information belonging to The Company, whether or not in written form. Recipient agrees that Recipient shall treat all Confidential Information of The Company with at least the same degree of care as Recipient accords their own confidential information.
- Conflict of Interest: You are required to engage yourself exclusively in the work assigned by Social Panga and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express consent of Social Panga (Higa Digital Pvt. Ltd).
- You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Social Panga (Higa Digital Pvt. Ltd).
- It will be upon discretion of Social Panga to extend the employment on completion of probation period & is not under any obligation to extend the offer.
- You are entitled to take 21 leaves per calendar year (e.g. annual leave, personal leave, compassionate leave, parental leave, community service leave etc.).
- You will be entitled to take 1-day leave per month during your probation period and notice period other than designated holidays. No work from home is allowed during probation or notice period
- If you join post the 15th of the month, your salary will be credited along with the next month's salary as arrears.
- All the work done by the recipient will be a property of Higa Digital Pvt. Ltd. and the recipient cannot showcase as their own creative or copywriting portfolio.
- It is employee responsibility for any damage to employer property like laptop or any infrastructure issue & lawful deductions will be applicable.

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ARTS AND SCIENCE COLLEGE

SRIVAKKAM, CHENNAI - 600 073.

coffee@socialpanga.com . +91-998 606 6816

CIN No. U74999DL2016PTC305246



Termination

- If you are absent from work for a period of 5 consecutive working days, without providing any notice or affording any reasons or not taking The Company's prior approval in this regard, The Company shall be entitled to forthwith terminate your employment without providing any notice or incurring any obligation or liability to pay any amount or dues to you. Further, in the event of such termination, you shall be liable to pay The Company an amount equivalent to your one (1) month's current gross salary. This shall not restrict The Company from claiming legal remedies available to it under the ordinary legal recourse. The Company shall be entitled to recover any additional damages from you in a manner that The Company may determine suitable in this regard.
- Notwithstanding anything mentioned in this Agreement, The Company may terminate your employment, with immediate effect by notice in writing (without salary in lieu of notice), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, or breach of integrity, or embezzlement, or misappropriation or misuse by you of The Company's property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or The Company Policy or other documents or directions of The Company, or irregularity in attendance, or your unauthorized absence from the place of work for more than five (5) working days, or closure of the business of The Company, or redundancy of your post in The Company, or upon you conducting yourself in a manner which is regarded by The Company as prejudicial to its own interests or to the interests of its clients and/or customers.
- Employees need to keep their salary information confidential and should not disclose it for any reason, other than as required for appropriate financial reporting purposes. Any unauthorized disclosure of confidential information by employees will lead to disciplinary action up to and including termination of employment.
- Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects etc.
- On acceptance of the resignation notice, you will be required to immediately give up to the company all correspondences, specifications, formulae, books, documents, market data, literature, drawings, effects or records, etc. belonging to the company or relating to its business and shall not make or retain any copies of these items.
- During the probation period your services can be terminated with seven days' notice on employers' side & 30 days' notice from employee's side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated with 30 days' notice from the employer's side & 60 days' notice from the employee's side.

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



Letter of Intent

Dear Nadhiya 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

B. Kalpane
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,

Nalini R,

Appointment Letter

Tamil Nadu.

Dear Nalini,

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. Kalpana
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ANNEXURE "A"

STATEMENT OF GROSS WAGES

Name : Nalini R

Designation : Associate CS

	Salary Heads	Monthly	Annually
A	Basic + DA	6500	78000
B	HRA	2600	31200
C	Other Allowances	542	6498
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.)	89	1188
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

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 GOWRIVAKKAM, CHENNAI-600 073.

10/01/2018
 10/01/2018
 10/01/2018
 10/01/2018

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,

Nandhinee L,

Appointment Letter

Tamil Nadu.

Dear Nandhinee,

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. Kalpana
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ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 073.**

ANNEXURE "A"

STATEMENT OF GROSS WAGES

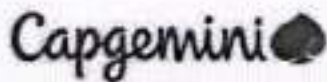
Name : Nandhinee L

Designation : Associate CS

	Salary Heads	Monthly	Annually
A	Basic + DA	6500	78000
b	HRA	2600	31200
C	Other Allowances	542	6498
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	1188
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

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JATINDRAN
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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: 1723839

Letter of Intent ("LOI")

Dear Nandhini J,

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
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ANNEXURE 1

Nandhini J

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 **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 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 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950 Page 3 of 3

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



Scudder Medical Laboratory

21st January 2021

Narmatha R
Chennai

Dear Narmatha R,


Thank you for exploring career opportunities with Scudder Medical Laboratory. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.


You have been selected for the position of Clinical Research Associate. You are entitled to an Annual Total Compensation of Rs. 1,05,000.


The other details about your compensation detailed in Compensation and Benefits. We are glad to also offer you one time Joining Bonus. Please refer Joining Bonus for further details.

Your appointment will be governed by the terms and conditions of employment presented in Employment Agreement. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Project Manager.

As a Clinical Research Associate, you will be responsible for managing clinical trials to ensure they meet regulatory requirements and are conducted ethically. Your responsibilities will include preparing trial protocols, monitoring participant safety, and communicating with investigators and sponsors.

 16, Parama Street, Puthukudierupu,
Nagercoil, Tamil Nadu 629001

 04652 236878

 scuddermedlab@yahoo.com

B. Kalpana
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GOWRIVAKKAM, CHENNAI-600 073



Scudder Medical Laboratory

You are expected to join on or before 10th June 2021. You will receive a comprehensive training program, during which you will learn our company's standard operating procedures, trial protocols, and data management procedures.

We require that you have a Bachelor's degree in life sciences, healthcare, or related field. Additionally, you should have excellent communication and interpersonal skills and the ability to work independently and as part of a team.

If you accept this offer, please sign and return the enclosed copy of this letter by 30th January 2021, to indicate your acceptance of the terms of employment.

We look forward to having you as a part of our team and wish you all the best in your new role.

Sincerely,

Dharuman

Director

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

Signature :

Date : 8/6/21

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



16, Parama Street, Puthukudierupu,
Nagercoil, Tamil Nadu 629001

04652 238875

scuddermedlab@yahoo.com

சுட்டர் மெடிகல் லேபரட்டரி
16, பரமா ச்ட்ரீட், புதுகூடீரூபு,
நகர்கோல், தமிழ்நாடு 629001

10-Jun-2021

Dear NASURUDEEN M,

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.

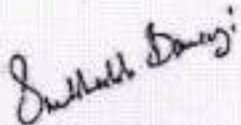
Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented 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.

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-600 073.



PROVISIONAL OFFER LETTER

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

Dear Naveen S (B.Sc Computer Science)

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
GOWRIVAKKAM, CHENNAI-600 075



Venture Lighting India Limited

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

19-04-2021

Mr. Naveen P

Prince Shri Venkateshwara Arts and Science College

Dear Naveen,

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,

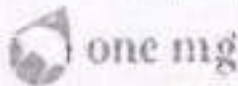
Human Resources - Head

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

Signature: P. Naveen

Date: 2-4-21

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
COWRIVAKKAM, CHENNAI-600 0



21st June '2021

Sub: Offer Letter

Dear Mr. Naveenkumar R,

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.

Office
29, North Beach Road
Marina Beach, Chennai-67.

Phone
+91 44 4554 4695

Head Office
101, 3rd Sector St
Souram, 62002

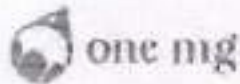
Phone
+91 9444026408

Office
4108, Devanahalli Road,
Suite 104, Nambur,
74 51108

Phone
+1 717 658 954

Website
www.onemg.com
Recruitment@onemg.com
hr@onemg.com

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 079



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 Mr. Naveenkumar R

#	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	1,800	1,800
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;

R. Naveenkumar
Mr. Naveenkumar R

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 Ring Road,
Pondra Apartments,
Chennai - 17

Mobile
+91 91 07514693

Branch
101 St. Xavier St,
Sourashtra - 22008

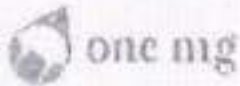
Mobile
+91 914038405

Office
225B, Deshpande Road,
Sulthan Bathery,
Kerala - 686003

Mobile
+91 (77) 695-3507

Website
www.onemg.com
facebook: onemg
@onemgcompanylimited

www.onemg.com
facebook: onemg
@onemgcompanylimited



21st June '2021

Sub: Offer Letter

Dear Ms. Nazimunisha B,

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.

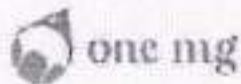
Flourish
23, North Beach Road,
Mandira Apartments,
Chennai-17
tel: 044-27543400

Sourashtra
19, SR Sector 5F
Saurashtra 60002
tel: 044-244223400

ONE
47D Deshpande Road,
Suite 106, Nambur,
PA 60009
tel: 044-411771886-8833

pl: 044-27543400
www.onemg.com
tech@onemg.com
hr@onemg.com

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



- 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 55 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. Nazimunisha B

#	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;

B. Nazimunisha
Ms. Nazimunisha B

Date of Acceptance: 21/6/2021

Date of Joining: 23rd June 2021

B. Kalpane
PRINCIPAL

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

Chennai
23, North Boag Road,
Nandya Apartments,
Chennai - 60

cell no
+91 44 4254 4893

Erugudi
181 SP, Sector 9
Guwagam, 622042

cell no
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Tamil
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Suez 108, Landmark,
SA 6708

cell no
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facebook.com/onemg
linkedin.com/company/onemg

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



netrocon digital

March 10, 2021

Nikitha S
B-II, First Floor,
Gnanananda Nagar, Madambakkam,
Chennai, 600126

Dear Nikitha,

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.

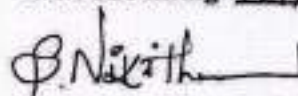
Thanking you,

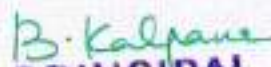
Yours truly,

For Netrocon Digital,

Shirley Vincent.
Director

Accepted
Date of Joining: 03/6/21


Nikitha S


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

Date: September 13, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Nishanth. M

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear Nishanth. M,

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

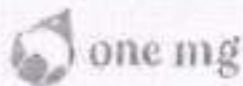
Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

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

ANNEXURE-1

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



21st June 2021

Sub: Offer Letter

Dear Mr. Nishanth P,

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

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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.
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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.

Head Office
23, North Beach Road,
Marina Apartments,
Chennai - 17


Office
+91 44 4554 4695

Regional Office
161 GP, Sector 56
Gurgaon - 122006

Office
+91 91102 31408

155
4701, Geyser Road,
Suite 106, Havelburg,
75 17008

155
Sulecherry Road,
Keechokkottam,
Tamil Nadu
Website: www.companyone-mg.com


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.

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Salary Break up for Mr. Nishanth P

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	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;

P. Nishanth
Mr. Nishanth P

Date of Acceptance: 21/6/21

Date of Joining: 23rd June 2021

B. Kalpane
PRINCIPAL

PRINCE SHRI VENKATESHWARA

-ARTS AND SCIENCE COLLEGE

POWRIVAKKAM, CHENNAI-600 073.

Phone: 481 42 4554 4993
23 North Bay Road
Media Apartments,
Chennai-60

481 42 4554 4993

Phone: 481 29 2143 2143
161 2nd Sector 31
Saudpur - 122016

481 29 2143 2143

Phone: 77 7 885 8047
4791 Over Sea Road,
East 105, Handberg,
Denmark

77 7 885 8047

www.onemg.com
Handberg, Denmark
info@onemg.com, onemg@onemg.com

10-Jun-2021

Dear NITHESH K,

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.

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.

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



SUTHERLAND

PROVISIONAL OFFER LETTER

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

Dear Nithish kumar 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.18, 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. Kalpave
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 073.



S.K. BIOTECH

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

30th April 2021

PROVISIONAL LETTER OF OFFER

To

Nithiya Priya R

Prince Shri Venkateshwara Arts and Science College

Dear Nithiya Priya,

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

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. Nivedha G

Prince Shri Venkateshwara Arts and Science College
Chennai

Dear Nivedha,

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.



[Nivedha G]

Date: 16/03/2021

B. Kalpane
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI - 600 076



netrocon digital

March 10, 2021

Nivetha S
45, Ranganathan Street,
Selaiyur,
Chennai, 600073

Dear Nivetha,

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

Nivetha S

B. Kalpana
PRINCIPAL

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