



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthiseva  
Nagar Bangalore 560005

optum.com

### Current Compensation Structure

Component	ANNUAL (INR)	MONTHLY (INR)
Basic	71,875	5,990
HRA	52,850	4,405
Statutory Bonus	7,000	583
Provident Fund	18,186	1,516
Gratuity	3,458	289
Mediclaim Insurance	7,044	584
ESIC	5,751	479
Other Allowances	45,234	3,770
CTC	2,11,397	17,616
Total CTC	2,11,397	

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthiseva Nagar Bangalore 560005

CIN: U74910KA2005PTC036515, Phone +91 80 4257300 Email: [inquiries@optum.com](mailto:inquiries@optum.com) Website: [www.optum.com](http://www.optum.com)

*B. K. Karpur*  
PRINCIPAL  
DANCE SHRI SANKATESHWARI  
ARTS AND SCIENCE COLLEGE  
-1, UMMAKAM, CHENNAI - 600 073

## Offer Letter

21<sup>st</sup> Nov, 2023

Siva Subramani A  
No. 12 A, Anna Cross Street,  
Selaiyur, Tamil Nadu

Dear Siva Subramani ,

This has reference to our meeting & subsequent telephonic discussions.\*

We are pleased to offer you the position of Data Analyst with our organization on discussed and agreed terms.

Your compensation will be as per the annexure attached.

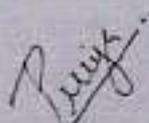
A detailed service agreement will be shared with you at the time of joining. Your joining date is 04<sup>th</sup> Dec 2023.

To complete our records, you would need to bring the following with you on the date of joining:

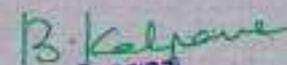
- Certificate of your last educational qualification in original
- Relieving letter from your last assignment
- A resume with identification document (Passport/Driving License)
- Photocopy of residence proof
- Photocopy of PAN card (2 copies)
- 5 passport size photographs
- Aadhar Card (2 copies)
- Cancelled Cheque
- Photocopy of Driving License (2 copies)

Please sign a duplicate copy of this letter in token of your acceptance of the said terms.

Looking forward to working along with you.  
For Sewell's Group India Private Limited,

A circular stamp with the text 'Sewell's Group India Private Limited' around the perimeter and 'MUMBAI' in the center.

Priya Sharma  
HR Manager



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

MSX International  
104, Building No-7,  
1st Floor, Sector 2, Millenium  
Business Park, MDC, Mahape,  
Navi Mumbai-400701, India  
Tel: +91 22 6735 4900  
E-mail: info@msxl.com  
Sewells Group India Private Limited  
CIN No. U74999MH2002PTC135610

## Compensation Offer Sheet

Name: Siva Subramani A

Position: Data Analyst

Grade: 4

Joining Date: 04<sup>th</sup> Dec 2023

### Compensation Details:

Item	Offered (INR on Annual Basis)
Basic	241,710
HRA	120,855
Development Fee	54,755
Cell Allowance	12,000
Leave Travel Allowance	24,000
Gross Salary	453,320
Employer's contribution towards PF	21,600
Group Insurance Premium	8,500
Total CTC	483,420

- Cell (Rs. 1000/- per month). If your cell bill exceeds Rs. 1000, the excess amount would be reimbursed in case the excess amount is equal to amount spent for business calls.
- LTA will be paid along with your monthly salary and tax benefit will be applicable as per Income Tax act.
- Group Health insurance premium (paid on behalf by the Company Premium amount Rs.8500/-). Medi claim coverage of Rs. 400000 for the employee, spouse and two dependent kids.
- Personal accidental policy with Coverage of Rs. 1000000 paid by the company.
- The CTC amount is prior to the income tax deduction. Income tax will be deducted from the CTC as per the relevant tax slabs and the Investment declared by the employee.

Agreed and Signed

Siva Subramani

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



**Provisional Offer**

Date: 04.06.2023

Process: AES Process

Dear Sivakeerthana.V

In connection to the interview you had with us, we are happy to give you a provisional offer for the position of Associate Trainee at Altruist Customer Management India Pvt Ltd, with the below mentioned conditions.

- You will need to join us **YTC** failing which this offer is void.
- Your Monthly Net Take - home Salary would be **INR 27,100/- Per Month**
- Your training will be **30 days** and **Rs. 7500/-** will be provided as your Training stipend.
- Training stipend will be applicable only on successful completion of your training certification.
- Your DOJ will be considered from day 1 Training start date.
- No Deductions of PF / ESI etc.
- You will have to login for 9 hours every day (i.e., 8 Hours of work and 1 Hour Break)
- The payroll cycle will be calculated from (25<sup>th</sup> to 25<sup>th</sup>) of every month and the salary will be credited 7<sup>th</sup> of every month.

**Please report at 9 AM on your date of joining with the below mentioned documents.**

- Education Credentials - SSLC and HSC / Diploma certificate / Degree certificate (Mandatory)
- Proof of DOB - SSLC mark sheet / voters id / Pan card / Aadhar card (Mandatory)
- Proof of residence - Voters id / Pan card / Ration card / Aadhar card (Mandatory)

We look forward to your joining with Altruist Technologies India Pvt.Ltd

**For Altruist Technologies India Pvt.Ltd**

*A. Nithya*  
Authorized Signatory

I accept the offer on the terms and conditions outlined.

Date: 12/06/2023

Candidate Signature

*Sivakeerthana.V*

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

31-May-2023

Dear SIVA PRAKASH S,

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

Components	Components Rs. Per annum
Basic	87,000
Supplementary Allowance	112,000
Employer's Contribution to PF	22,600
Statutory Bonus	8,000
Gratuity	2,749
Flexible Compensation Pay	47,651
<b>Total Fixed Pay</b>	<b>280000.00</b>

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

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

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

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

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

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

Best Regards,

*Subhashish Banerji*

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

B. Kalpana  
Principal  
SHRI YENKATESHWARA  
SCIENCE COLLEGE  
GOWRIVAKNAM, CHENNAI-600 073

# SYLPOX

Technologies

February 06, 2023

Sivasangari R

Dear Sivasangari,

Congratulations!!!

We are pleased to offer you a position of "Business Analyst - Trainee" at Sylpox Technologies Pvt. Ltd., Chennai. You shall be on a probation period of six months from the date of joining the company. On completion of probation period and subject to your performance being found satisfactory, you shall be confirmed by a letter to this effect, furnished to you by management. Company reserves the right to prepone, postpone or cancel the joining due to unforeseen circumstances.

Please find the details as below.

**Start Date:** June 21, 2023

**Working Hours:** The normal working hours are 11:00 a.m. to 8:00 p.m. with 45 minutes lunch break Monday through Saturday. However, due to business exigencies employees may be required to work at different timings which may be prescribed by the manager from time to time.

**Location:** Chennai

**Compensation:** INR 28,000/month

**Responsibilities:** You shall be required to carry out all such duties as may be assigned by Tech Lead/mentor or immediate supervisor from time to time. Your employment will embrace functions, activities, and duties reasonably necessary, incidental, and ancillary to you by the Company. Any change of such capacity and/or such function by Company will not vitiate or otherwise affect the validity of this agreement. You shall be required to comply with all the policies, and guidelines of Promatics. All the policies and guidelines will be shared with you on the day of your joining.

**Terms and Conditions:** You shall be required to be in employment with company for at least twelve months after your joining. In case of breach of contract, no pending dues and experience certificate shall be provided by the company.

Sytpox Technologies Private Limited, Promatics House, Bahadur Road, Chennai, India.

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

# SYLPOX

Technologies

**Notice of Termination:** In case of unsatisfactory performance or misconduct, Company reserves the right to terminate (immediate) your services at any point of time. No certificates shall be issued in such cases. After completion of twelve months, an employee can discontinue the services but by serving a notice period of minimum 30 days.

You also understand and agree in any case serving at least 30 days notice which can be extended if required, is mandatory to ensure the proper handovers of the projects and other properties of the organization assigned during your employment in order to avoid monetary damages to the company.

Company has all the rights to challenge you in the court of law if you fail to serve 30 days notice to the organization and don't complete the relieving formalities which are required to retrieve all the confidential data, project source code and other properties assigned to you during employment to recover the damage you caused.

**Perquisites/ Documentation:** Scanned copies of following documents need to be sent at [hr@promaticsindia.com](mailto:hr@promaticsindia.com) within next 2 days after the offer is extended :-

- 1) All academic certificates ( Class 10<sup>th</sup> onwards )
- 2) Degree or provisional degree in case degree not received yet
- 3) Identity & residence proof (Aadhar card or voter id card or passport or any government authorized valid id proof)
- 4) Signed copy of sent offer letter
- 5) PAN card
- 6) Experience certificate, salary slips from all the employers worked with (if any)

Please note that 3 passport size photographs candidate needs to submit on joining day and acknowledge your acceptance of this offer by submitting above said documents. Please note that your joining with us is contingent upon your furnishing to us bonafide documents and accurate information and will be null and void at the management's discretion if any fabrication is discovered at any point of time.

Regards,

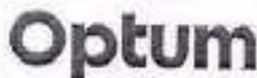


**Aakash Deepak**  
duly authorized for and on behalf of  
Sylpox Technologies Private Limited

Sylpox Technologies Private Limited, Promatics House, Bahadur Road, Chennai, India.

*B. Kalpana*  
PRINCIPAL

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



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthiveera Nagar  
Bangalore 560005

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16<sup>th</sup> June 2023

Sivasankar Soundarajan,  
No: 15B, Sundaramoorthy Street, Virugambakkam,  
Chennai, Tamil Nadu - 600092.

Dear Sivasankar Soundarajan,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Health & Technology (India) Private Limited ("the Company") in the position of Process Associate at the Company's office located at Chennai, on the terms and conditions set out hereinafter:

#### EMPLOYMENT

Your effective date of joining shall be no later than June 21<sup>st</sup>, 2023. Your employment with the Company shall be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date. You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

Any reference to the Company's policies in this offer letter means OHT-Epi Source policies.

#### PROBATION

You shall serve a minimum probation period as follows from the date of your joining the Company ("Probation") following which your employment with the Company shall be confirmed.

- 4-6 months for Trainees & Medical Coders
- 6 months for Executive coder to Team Tech/QA and support functions
- 6-9 months for TL to JM

The Company reserves the right to extend the Probation period for an additional 90 days in the event of your performance being dissatisfactory. You shall be deemed to continue on Probation until you are confirmed and your confirmation has been communicated to you.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, handbooks whereof shall be made available to you upon request, but which otherwise are available on the Company's website or HRMS portal.

During the period of Probation, either the Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, One Month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of Appendix 3 to this letter of appointment.

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthiveera Nagar Bangalore 560005

Call: 078910KA2105PTC036515, Phone: +91 80 4267300 Email: [incontact@optum.com](mailto:incontact@optum.com), Website: [www.optum.com](http://www.optum.com)

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



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthi Seva Nagar  
Bangalore 560005

optum.com

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendices, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendices.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of Optum Health and Technology (India) Private Limited. We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to Optum Health and Technology (India) Private Limited. On your first day of employment, please report to our office located at Chennai at 8.30 AM along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Sivasankari Sundarajan, we thank you for considering Optum Health and Technology (India) Private Limited as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do your life's best work.

For Optum Health and Technology (India) Private Limited

Amber Alam - Director

I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

Date: 19/5/23

Registered Office: ITC Green Centre, Northeast Wing, 3rd Floor, No. 18, Banaswadi Main Road, Maruthi Seva Nagar, Bangalore 560005  
CIN: U74810KA2005PTC0236515, Phone: +91 80 4257380 Email: [incoindia@optum.com](mailto:incoindia@optum.com), Website: [www.optum.com](http://www.optum.com)

3  
B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 073.



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.16, Banaswadi Main Road, Maruthi Seva Nagar  
Bangalore 560005

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**ANNEXURE**

Name : Sivasankar Soundarajan		
Designation : Process Associate		
SALARY COMPONENTS	ANNUALLY (₹)	MONTHLY (₹)
Basic	1,02,001	8,501
HRA	75,000	6,250
Statutory Bonus	7,000	583
Provident Fund	21,600	1,800
Gratuity	4,907	409
Mediclin Insurance	7,044	587
Other Allowances	82,448	6,871
<b>CTC</b>	<b>3,00,000</b>	<b>25,000</b>

The Gratuity accrued is payable to the employee as per the provisions of the Payment of Gratuity Act.  
The structure is subject to tax deduction as applicable at source and applicable statutory rules.

CTC is a confidential information. Disclosure of your CTC will be considered as violation of code of conduct.

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 16, Banaswadi Main Road, Maruthi Seva Nagar Bangalore 560005  
CN: U74100KA2005PTC036515, Phone: +91 80 4287 330 Email: [hrconnect@optum.com](mailto:hrconnect@optum.com), Website: [www.optum.com](http://www.optum.com)

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

Date: 07 September 2023

**Sneha D**

**Sub: Offer Letter**

**Dear Sneha,**

With reference to your application and the subsequent interview you had with us, we have pleasure in offering you a job with the following details and on the terms and conditions discussed and agreed upon by you at the time of interview and as embodied in a separate letter of appointment which will be given to you at the time of joining

Designation	: IN-BUSINESS OPERATIONS ASSOCIATE III
Annual CTC	: Rs. 464000/-
Date of Joining	: 12 September 2023
Place of Posting	: HP Olympia Technology Park, CITIUS 'A' 6th Floor No. 1, SIDCO Industrial Estate, Guindy Chennai, Chennai, Tamil Nadu, India.

You are required to report to work at the above mentioned date of joining and location on or before 09:00 AM, failing which this offer will stand automatically withdrawn. We are providing this Offer Letter, however, if your **Background Verification Report is red, then this Offer shall be withdrawn.**

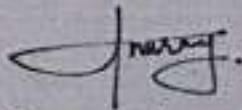
In case you wish to terminate your employment with the organization, you are required to serve mandatory notice period of 30 days from the date of acceptance of resignation.

Please signify your acceptance by signing and returning the duplicate copy of this letter. We look forward to your joining our team for a long and successful association.

**Welcome Aboard in Pyramid team**

Sincerely,

For Pyramid IT Consulting Pvt. Ltd.



Anurag Juyal

**Associate General Manager-HR**

On joining the Company, you are required to furnish the following documents to the HR Department: Please send us the scanned copy of these documents.

- Birth certificate
- Education mark sheet/ Degree or provisional certificate for Bachelor & PG degree
- Scan copy of relieving
- Address proof, photo ID proof & PAN Card
- For current employing latest month's salary slip

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



**OFFER LETTER**

03<sup>rd</sup> Aug 2023

Sneha M  
Chennai

Dear **Sneha,**

This has reference to your application & subsequent interview with us. We are pleased to appoint you as "**Specialist - Insurance Collections**" in our Organization on the following terms and conditions mutually discussed and agreed upon during your interview with us.

Your Overall Annual CTC shall be **Rs 5,45,343/-** (Rupees Five Lakh Forty-Five Thousand and Three Hundred and Forty Three Only). You shall be joining our Chennai office on or before **07<sup>th</sup> August 2023**.

Your scheduled date of joining or commencement of employment with the Company shall be on or before **07<sup>th</sup> August 2023**. The appointment stands automatically terminated or withdrawn thereafter unless the date is modified or extended and communicated to you in writing by the Company.

Please send acknowledged copy of offer letter latest by **03<sup>rd</sup> August 2023**.

You will be given a detailed letter of appointment on your joining our organization.

Yours faithfully,

**FOR BUSINESS INTEGRITY SERVICES PVT. LTD.**

**HUMAN RESOURCES**

**B. Kalpana**  
**PRINCIPAL**

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



**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:**

Kindly ensure that the photocopy of the following documents is submitted on Day 1.

Copies of academic credentials:

i) Degree certificates and those of other professional qualifications ii) Photocopies of Certifications if any

2. Recent Color Photographs

i) Passport size photographs - 4 Numbers for self (White Background)

3. From previous employment(s) (For Experience)

i) Last 3 months salary slips and/or copy of last salary revision

ii) Relieving letter from last employer

iii) Service certificates

iv) References of two people with whom you have worked.

v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details

i) Copy of Valid Passport and Valid Visas ii) Copy of PAN Card iii) Copy of Aadhar Card iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Offer Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND/SUPERANNUATION FROM PREVIOUS COMPANY**

If already a member of a Provident Fund PF with previous employer, then: - Employer's name

Dates of joining and leaving service with them Name

and address of the Regional Provident Fund Office

Personal PF account No.

Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme

*[Faint, illegible text]*

*B. Kalpana*  
**PRINCIPAL**

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



Dear J.Sneha Madonna,

10-July-2023

*Subject: Appointment as "Product Specialist"*

We Would be really thrilled to have you on board.

SMARTAIL PVT LTD is an Indian start up mainly focused on bringing about digital transformation in the field of Education using Artificial Intelligence and Data Science. This is an aggressive goal which we aim to achieve by hiring talented, future-focused humans.

SMARTAIL PRIVATE LIMITED is subject to the employment laws of India.

Further to your recent interview and your acceptance of the offer, we are delighted to confirm our employment offer with SMARTAIL Pvt Ltd to you.

This offer is subject to a

- (i) satisfactory reference check of all qualifications and the accuracy of the employment history provided by you; and
- (ii) the acceptance of the terms and conditions of your assignment as set forth below and the attachments that are incorporated by reference ("Agreement"); and
- (iii) you're obtaining the necessary work or employment passes or permits from the relevant authorities in India to work in India, if applicable.

**Role details**

**Position: Product Specialist**

**Location: Chennai, India**

**Supervisor: Arun Kumar, Delivery Head**

**Date of Joining: July 15, 2023**

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

### **Annual Compensation**

#### **Gross Annual salary**

Your annual gross salary including benefits, allowances and perquisites and grossed up value of FSA, if any, payable by the company on any item of your remuneration and/or perquisite is **Rs.2,40,000/- (Rupees Two lakhs forty thousand only.)** A typical break up is provided as an illustration in the Annexure A to this letter. This supersedes any other communication made to you previously on compensation.

### **Compensation Review**

Your compensation will be reviewed annually based on your job performance, business performance, as well as market pay trend. As a special case, your compensation will be reviewed nine 12 months after the start of employment.

### **Other Details**

#### **Probation**

Initial probation period is **Six months**. Successful completion of probation period is dependent on satisfactory performance as assessed by your Reporting Manager. On the expiry of the probation period unless your probation is extended or services are terminated in writing, you shall be automatically deemed to be permanent.

#### **Transferability**

Your initial place of posting will be **Chennai, India**. However, your services are liable to be transferred from one location to another, anywhere globally. Even though the Company may depute you Overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Chennai only.

#### **Contract Term and Notice**

This employment may be terminated at any time:

I. If the performance of the employee is determined to be unsatisfactory, employment could be terminated immediately, before the completion of the probation period.

II. by giving **two months'** advance notice in writing or payment in lieu thereof to the other party after completion of Probation Period; and

III. if in the reasonable opinion of Company, you are guilty of serious misconduct, Company may terminate your employment summarily without notice. Serious misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of confidentiality agreements as agreed upon.

IV. In the event of termination due to misconduct or any other reason, the Company reserves the right to buyback vested stock at a price to be determined by the Company.

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



Dear Sneka R,

Greetings from **Dvara Kshetriya Gramin Financial Services Private Ltd!!!**

We are pleased to make you an offer of appointment as Business Support Executive at Tambaram for Dvara KGFS. You are requested to join the company on 16-07-2023.

You will be entitled to a Cost to Company of Rs. 1,45,200.00 (ONE LAKH FORTY FIVE THOUSAND TWO HUNDRED ONLY) comprising the following: - Basic, HRA, Allowances, LTA and retirement benefits, which include Provident Fund and Gratuity as per company policy.

We also have tax friendly component which you may choose for exempting from TDS. This includes Car Maintenance, Attire Allowance, Professional Pursuit Allowance and other such components. These components which you choose will be carved out of the special allowance above mentioned.

In addition to this you will also be eligible for

- i) Mobile & Data card connection as per company policy
- ii) Medical Insurance for self and Family
- iii) Group Personal Accident Insurance & life insurance for self

Please confirm your acceptance by replying this mail to the undersigned. Acceptance letter and all future correspondence should be addressed to Human Resource Department.

Your appointment in the company shall be subject to the verification of the document submitted. If in case the documents submitted are fictitious and poor reference feedback received, under such circumstances your offer shall get revoked without giving you any further reason.

You are requested to kindly submit the following documents before you join the company. The appointment is subject to reference check being done by us. You are also required to send self-attested copies of the documents, as mentioned below, along with the duly-signed offer letter.

#### **Certificates / Documents**

1. Certificates:
  - a. Tenth Standard Mark Sheet and Passing
  - b. Twelve Standard Mark Sheet and Passing
  - c. Graduation Mark Sheet and Passing
  - d. Post Graduation (If any) Mark Sheet and Passing
2. Experience / Relieving Letter
3. Acknowledged Resignation Copy
4. Last 3 months Pay Slip / Proof of Last drawn salary & last 3 months bank statement
5. Photo Identification (2 Copies) (Example: PAN Card, Aadhar Card & Driving License)

We look forward having you on board!!!

Huma Tariq  
Chief Human Resources Officer

**PRINCIPAL**

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



ISO 9001 Certified Company

Date: 16-05-2023

**Dear Ms.Sneha S**

**Sub: Offer letter for the post of Embedded Trainee**

With reference to your application and the subsequent interview held, we have pleasure in making an offer of appointment to you as Embedded Trainee in Beta Technologies Ind. Pvt. Ltd. You will be paid an annual CTC of Rs. 3,10,000/- (Rupees Three Lakhs and Ten Thousand Only) and a detailed structure of the same will be given later. This offer takes effect from your date of joining.

You will be on training for a period of six months followed by six- month probation. Your confirmation will be based on your performance. You will be governed by all rules, regulations and benefits laid down by the Beta Technologies Ind. Pvt. Ltd from time to time as applicable to your cadre.

We look forward to your valuable contribution towards taking Beta Technologies Ind. Pvt. Ltd to greater heights.

For BETA TECHNOLOGIES IND. PVT. LTD.

L. Ramesh  
CEO - Managing Director  
Beta Technologies India Pvt. Ltd  
Coimbatore - 641 012.



*B. Kalpana*

PRINCIPAL

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



Dec 20<sup>th</sup> 2023

**Letter of Offer**

**Dear SNEHA S,**

*Congratulations!*

We are delighted to offer you the position of "Jr. Sales Executive" in our organization subject to the following:

1. The date of joining and reporting to work will be on or before of Dec 22<sup>nd</sup>,2023 You will be based in Bangalore and shall report to **Bangalore office HR Manager**.
2. Your total annual Cost to Company including Salary and Provident Fund will be as follows:
  - Fixed Annual Salary (comprising of Basic Salary, HRA, Medical Allowance, Special Allowance and Provident Fund): **Rs. 5,00,000/-**
  - Variable Pay: **Rs 2,40,000/-** per annum on meeting 100% of targets. Targets are reasonable and will be shared on joining.
  - Total Annual Remuneration: **Rs. 7,40,000/-** subject to the above.
3. A detailed appointment letter will be offered on the date of joining, Please bring original documents to verify along a copy of the following
  - Educational Documents/ Certificates
  - Address Proof - Permanent
  - Address Proof - Present
  - 2 photo Id proofs
  - Previous Employment Records
  - Copy of PAN
  - Three passport size photographs

Wishing you a long and progressive association with IFB.

Yours truly,

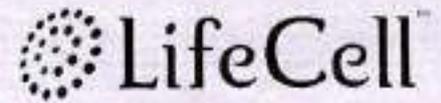
For IFB Industries Limited

**Bikram Nag**

**Joint Executive Chairman & Manager Director**

*B. Kalpana*  
Principal

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



Ref: LC/HR/LO  
22<sup>nd</sup> August 2023

Ms.Snehasree,  
Bharathidasan Street,  
Guduvancherry,  
Tamil Nadu - 603202

Dear Ms. Snehasree,

**LETTER OF OFFER**

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of "Executive – Molecular Genetics" in our Head Office on a CTC of Rs.2, 71,619/- (Rupees Two Lakhs Seventy One Thousand Six Hundred Nineteen Only) p.a. the formal Letter of appointment shall be issued at the time of your joining duty.

You are requested to join the organization on **22<sup>nd</sup> August 2023** failing which this letter of offer stands cancelled.

You are requested to return the duplicate copy of this letter as a token of acceptance of our offer of appointment.

On your date of joining, you are required to produce the following documents to the HRD for verification and records:

1. Relieving Order from the previous employer
2. Salary Slip of last drawn Salary
3. Attested copy of Testimonials (X Certificate for Age Proof, XII and educational certificates)
4. Certificates of previous training programs / conferences/seminars attended.
5. ID Proof where copy of Passport if available or the Voter ID card may be submitted.
6. Medical Fitness Certificate from a registered medical practitioner mentioning your blood group.
7. Four Passport size photographs.
8. Aadhaar Card

While welcoming you to our organization, we wish you a long and fruitful career ahead.

For LifeCell International Private Limited

Thomas Keerthi F  
Vice President – Human Resources

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

# **SYLPOX**

*Technologies*

**February 06, 2023**

**Sofia R**

Dear Sofia,

Congratulations!!!

We are pleased to offer you a position of "Business Analyst - Trainee" at Sylpox Technologies Pvt. Ltd., Chennai. You shall be on a probation period of six months from the date of joining the company. On completion of probation period and subject to your performance being found satisfactory, you shall be confirmed by a letter to this effect, furnished to you by management. Company reserves the right to prepone, postpone or cancel the joining due to unforeseen circumstances.

Please find the details as below.

**Start Date:** June 21, 2023

**Working Hours:** The normal working hours are 11:00 a.m. to 8:00 p.m. with 45 minutes lunch break Monday through Saturday. However, due to business exigencies employees may be required to work at different timings which may be prescribed by the manager from time to time.

**Location:** Chennai

**Compensation:** INR 28,000/month

**Responsibilities:** You shall be required to carry out all such duties as may be assigned by Tech Lead/mentor or immediate supervisor from time to time. Your employment will embrace functions, activities, and duties reasonably necessary, incidental, and ancillary to you by the Company. Any change of such capacity and/or such function by Company will not vitiate or otherwise affect the validity of this agreement. You shall be required to comply with all the policies, and guidelines of Promatics. All the policies and guidelines will be shared with you on the day of your joining.

**Terms and Conditions:** You shall be required to be in employment with company for at least twelve months after your joining. In case of breach of contract, no pending dues and experience certificate shall be provided by the company.

Sylpox Technologies Private Limited, Promatics House, Bahadur Road, Chennai, India.

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

**Notice of Termination:** In case of unsatisfactory performance or misconduct, Company reserves the right to terminate (immediate) your services at any point of time. No certificates shall be issued in such cases. After completion of twelve months, an employee can discontinue the services but by serving a notice period of minimum 30 days.

You also understand and agree in any case serving at least 30 days notice which can be extended if required, is mandatory to ensure the proper handovers of the projects and other properties of the organization assigned during your employment in order to avoid monetary damages to the company.

Company has all the rights to challenge you in the court of law if you fail to serve 30 days notice to the organization and don't complete the relieving formalities which are required to retrieve all the confidential data, project source code and other properties assigned to you during employment to recover the damage you caused.

**Perquisites/ Documentation:** Scanned copies of following documents need to be sent at [hr@promaticsindia.com](mailto:hr@promaticsindia.com) within next 2 days after the offer is extended :-

- 1) All academic certificates ( Class 10<sup>th</sup> onwards )
- 2) Degree or provisional degree in case degree not received yet
- 3) Identity & residence proof (Aadhar card or voter id card or passport or any government authorized valid id proof)
- 4) Signed copy of sent offer letter
- 5) PAN card
- 6) Experience certificate, salary slips from all the employers worked with (if any)

Please note that 3 passport size photographs candidate needs to submit on joining day and acknowledge your acceptance of this offer by submitting above said documents. Please note that your joining with us is contingent upon your furnishing to us bonafide documents and accurate information and will be null and void at the management's discretion if any fabrication is discovered at any point of time.

Regards,



**Aakash Deepak**

duly authorized for and on behalf of  
Sylpox Technologies Private Limited

Sylpox Technologies Private Limited, Promatics House, Bahadur Road, Chennai, India.

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

January 19, 2023

Somya Kumari Atul

6/207, Gandhi Nagar, Kovilambakkam  
Kancheepuram,  
Tamil Nadu- 600129 India

Dear Somya ,

Sub: Offer Letter

Congratulations!

We are pleased to offer you the position of **Document Production Associate for Banking** unit at Williams Lea India Pvt. Ltd. You are required to join duty on or before **23 June 2023**, post which the offer stands void.

You will be reporting to the **Senior Client Manager**

The terms and conditions of your appointment are as follows -

#### 1. SALARY & JOB BAND

Your annual remuneration would be **INR 5,09,628/- (Five Lakh Nine Thousand Six Hundred and twenty-eight only)**, details of the same have been specified in the annexure to this letter. Your Job Banding would be **O**. You will be governed at all times by the policies, procedures and rules of the company related to the salary, allowance, benefits and pre-requisites which are specified in the offer letter. Please note that if your DOJ is on or after 6<sup>th</sup> of a month, then the pro-rated salary for that month shall be paid along with subsequent month's salary. E.g. if your DOJ is in between 6<sup>th</sup> January 2021 to 31<sup>st</sup> January 2021 (both dates inclusive), then your pro-rated salary for the month of January 2021 shall be paid along with your February 2021 salary. Further, the company may modify or change such allowances, benefits and pre-requisites from time to time in accordance with its policies. The entitlements will be governed by the job band an employee belongs to.

#### 2. INITIAL PLACE OF POSTING

Your initial place of posting will be **Module 0308 "D" Block, Third Floor, Tidel Park, Taramani, Chennai-600113, Tamil Nadu, India.**

#### 3. JOB ASSIGNMENTS

You may during the course of your employment be given any assignment arising out of the company's business that the company, in its subjective judgments, feels is suited to your background, qualifications or experience.

#### 4. TRANSFER

The company, may in its business interest, transfer you to any of its offices in India or abroad on such terms and conditions as are applicable to such transfers as per company rules.

#### 5. SERVICE CONDITIONS

During the period of your employment with the company, the service rules and regulations of the company and the amendments that may be brought into force from time to time and the rules governing business conduct, ethics and secrecy shall govern you.

*B. Kalpana*  
PRINCIPAL

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

be One month both from your side and the employer's side, and on confirmation of your employment the notice period will stand revised to two months.

#### 14. MINIMUM SERVICE PERIOD

In case of leaving, the employee shall serve two months' notice period. The payment for notice period will be solely at the discretion of the Management. The salary payable shall be the Basic salary drawn at the time of resignation. In the event of misconduct or an act of serious breach by you, the company is entitled to terminate your employment with immediate effect without any prior notice.

The Company, at its sole discretion, may terminate services of employment after giving due notice, under any of the following conditions

- When performance does not meet acceptable standards, as defined by the Business unit
- When client operations shut down completely and there is a possibility of business impact
- Any other Force majeure situations that may affect the company operations.

#### 15. EMPLOYMENT RELATIONSHIP

Under this offer of employment, the company is engaging you as a full-time employee and you shall be assigned to work with any of the clients that we support worldwide. In engaging your services, employment relationship is between you and Williams Lea India Pvt Ltd. alone and not to the client that you are aligned to. You will also not be entitled to any benefits including and not limited to any bonus, allowance, severance payment, compensation, stock, options, etc., which are provided by the client to its permanent employees and/or claim permanency of employment with the client.

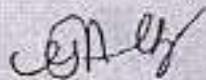
#### 16. SHIFTS

You will be required to work in shifts as per company's needs.

#### 17. ACCEPTANCE

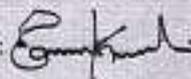
If the terms and conditions of appointment enumerated in this letter of appointment, including its annexure are acceptable to you, please confirm your acceptance by signing on the duplicate copy of this letter and return it to the company. We welcome you to the organization and sincerely hope that your period of service will be long, pleasant and of mutual benefit.

For Williams Lea India Pvt. Ltd.



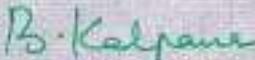
Anandaraj George  
Senior Manager - HR Operations

I agree to accept employment on the above-mentioned terms and conditions;

Signed: 

Name: Somya Kumari . A

Date: 22/06/23

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

Wednesday 22 Jun 2023

Sowmiya,  
No 19A, SRUS Colony, Senthur Murugan Street,  
Keelkatalai,  
Chennai-600117.

**APPOINTMENT LETTER**

Dear Ms. Sowmiya,

Congratulation!!!

Further to our discussions, we are pleased to offer you a position as Business Support Analyst in our organization and you will be placed at Junior Professional. The terms and conditions of your employment are given below:

1. **Compensation:** You will be extended a feed Annual Compensation CTC of Rs.3,60,000/- (Rupees Three Lakh Sixty Thousand Only) you are expected to maintain confidentiality with respect to the compensation and not share it with anyone.

2. **Employee Benefits:** Employee is entitled for group Medical Insurance which covers 3LPA which will accommodate your spouse, children, and parents

3. You will be required to join the company on or before 13 July 2023 else we may terminate this contract without notice. You will be on probation period for the first six months. Upon confirmation of the probation, you will be on full time employment contract with GVW.

4. You will be governed by the service rules of this company as may be applicable to you from time to time. Your primary location of employment will be at # 184-187, Sixth Floor, Block No.1, Temple Steps, Anna Salai, Little Mount, Chennai.

5. Upon Joining CVW Technologies Private Limited, you are hereby:

- a) Committing to maintain all company matters confidential and
- b) Making a 'Non-hire, Non-disclose and Non-compete' commitment to GVW Technologies Private Limited. This commitment prohibits you from soliciting any employer/clients. In case of any breach of this commitment, you will be required to pay liquidated damages which are to be determined at the discretion of management at the time of Initiating any proceedings.

6. Your appointment will be subject to your being medically fit at the commencement of and at any time during the tenure of your employment with the company. The company has a right always to send you for a medical check up to ascertain your fitness for the job.

7. This position is not entitled for payment of extra time or overtime.

8. All procedures, training, meals, marketing literature etc. develop by you, while in the service of the company will always be deemed to be sole property of the company.

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE

GOWRIYAKKAM, CHENNAI - 600 073.

#184-187, Sixth Floor, Block NO 1, Temple Steps, Anna Salai, Little Mount, Chennai-600015, India

Registered Office: # 725, 3<sup>rd</sup> Floor, Binnamangala, CMH Road, HAL 2<sup>nd</sup> Stage, Indira Nagar, Bangalore -560038, India

Annexure I  
Salary Break up

CTC COMPONENTS	₹ 3,60,000.00	
	Per ANNUM	Per MONTH
<b>FIXED COMPONENTS</b>		
BASIC SALARY	1,80,000	15,000
HOUSE RENT ALLOWANCE	72,000	6,000
TELEPHONE & INTERNET	-	-
LEAVE TRAVEL ALLOWANCE	-	-
FOOD COUPONS	-	-
PROFESSIONAL PURSUITS	-	-
VEHICLE FUEL & MAINTAINANCE	-	-
RESIDUAL COMPONENT	86,400	7,200
<b>TOTAL GROSS SALARY</b>	<b>3,38,400</b>	<b>28,200</b>
PROVIDENT FUND EMPLOYER CONTRIBUTION	21,600	1,800
<b>TOTAL COST TO COMPANY (CTC)</b>	<b>3,60,000</b>	<b>30,000</b>
<b>DEDUCTIONS</b>		
PROVIDENT FUND EMPLOYEE CONTRIBUTION	21,600	1,800
PROVIDENT FUND EMPLOYER CONTRIBUTION	21,600	1,800
PROFESSIONAL TAX	2,400	200
INCOME TAX AS PER THE COMPUTATION	-	-
<b>TOTAL DEDUCTIONS</b>	<b>45,600</b>	<b>3,800</b>
<b>NET TAKE HOME PER ANNUM SUBJECT TO TDS</b>	<b>3,14,400</b>	<b>26,200</b>

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



**Provisional Offer**

Date: 04.06.2023

Process: AES Process

Dear Sowmiya.M

In connection to the interview you had with us, we are happy to give you a provisional offer for the position of Associate Trainee at Altruist Customer Management India Pvt. Ltd. with the below mentioned conditions.

- You will need to join us **YIC** failing which this offer is void.
- Your Monthly Net Take - home Salary would be INR 27,100/- Per Month
- Your training will be 30 days and Rs. 7500/- will be provided as your Training stipend.
- Training stipend will be applicable only on successful completion of your training certification.
- Your DOJ will be considered from day 1 Training start date.
- No Deductions of PF / ESI etc.
- You will have to login for 9 hours every day (i.e., 8 Hours of work and 1 Hour Break)
- The payroll cycle will be calculated from (25<sup>th</sup> to 25<sup>th</sup>) of every month and the salary will be credited 7<sup>th</sup> of every month.

**Please report at 9 AM on your date of joining with the below mentioned documents.**

- Education Credentials - SSLC and HSC / Diploma certificate / Degree certificate (Mandatory)
- Proof of DOB- SSLC mark sheet / voters id / Pan card / Aadhar card (Mandatory)
- Proof of residence - Voters id / Pan card / Ration card/ Aadhar card (Mandatory)

We look forward to your joining with Altruist Technologies India Pvt.Ltd

**For Altruist Technologies India Pvt.Ltd**

*A. Nithya*

Authorized Signatory

I accept the offer on the terms and conditions outlined.

Date: 14 | 06 | 2023

Candidate Signature

*Sowmiya*

*B. Kalpana*  
**PRINCIPAL**

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

November 02, 2023

Soundarya Seshagopalan  
Ganapathy Nagar,  
Vandalur, Chennai -600048

**OFFER LETTER**

Dear Soundarya Seshagopalan,

Here at Navi, we believe that a company should be measured by the quality of its people. That's why we invest significant time and resources in hiring the best.

With that in mind, it gives me great pleasure to say: Welcome Aboard!

Navi is on a mission to make financial services simple, accessible and affordable and in doing so, we hope to positively impact millions of lives.

In the following pages, you will see the key terms and conditions that govern your employment and the details of your compensation and benefits.

Please note that this offer is subject to the successful completion of background and credential checks.

We look forward to a mutually rewarding, positively challenging and meaningful relationship.

We hope that this opportunity gives you the chance to do some of the best work of your life.

Sincerely,  
For Navi Technologies Limited



Akanksha Chaturvedi  
(Head - HR)

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600073.

## TERMS & CONDITIONS OF EMPLOYMENT

Your employment with Navi Technologies Limited ("Company") shall be on the following terms and conditions:

### JOB ASSIGNMENT

- **Joining Date:** Your date of joining will be on or before **December 07, 2023** ("Joining Date").
- **Duties:** You will be employed in the position of **Executive 2**.
- **Location:** Your initial place of posting will be Bengaluru. However, you may be posted/transferred/seconded to any other place or offices of the Company or its affiliates including other group companies, subsidiaries, joint venture companies etc., as the Company may from time to time deem necessary, either in India or abroad. On such posting, you will be governed by the terms and conditions of service applicable to the new assignment, which shall however not be in any manner detrimental to the terms and conditions applicable to you immediately prior to such transfer.
- **Transfers:** You may be transferred to the rolls of a third party as the Company may deem necessary, provided the Company shall ensure that: (i) any such transfer shall be in compliance with applicable laws; (ii) your services to the Company shall not be interrupted by and upon such transfer; (iii) your compensation package shall not be curtailed or reduced or in any manner be unfavorably affected due to such transfer; (iv) such third party shall acknowledge your continuity of service for the purpose of computation of compensation and other applicable allowances and statutory benefits; and (v) there shall be no material change in your role and responsibilities. You hereby consent to such transfer and agree to promptly execute all documents in connection hereof with the Company and/or the third party and do all such acts, deeds and things as might, in the opinion of the Company, be necessary to give full effect to the terms of the transfer, including resigning from the Company.
- **Exclusive Services:** Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment) unless otherwise agreed by the Company.

### COMPENSATION & LEAVE

- **Compensation:** Your yearly total CTC, encompassing benefits and additional allowances, would amount to **Rs.5,00,000 per annum**
- **Leave:** You will be eligible for leave as specified in the Company Leave Policy which is in force and as may be modified from time to time.

### BACKGROUND & CREDENTIALS

- The Company shall be entitled to conduct background and reference checks at any time, and your employment shall always be conditional on the result of such checks. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, terminate your employment without any notice.
- For this purpose, you explicitly consent to independent background checks by the Company or third-parties appointed by the Company, which will include the collection and transfer of your data by the Company for purposes related to your employment and agree to take all reasonable steps the Company may seek to facilitate the same.
- You must at all times keep your manager notified of any information about you with respect to: (i) any criminal conviction that may arise (excluding traffic violations), including, without limitation, bribery or fraud; (ii) any adverse claims that may be passed by a court of law against You; or (iii) any other proceedings that will make You personally liable before a court or a tribunal.

### PROBATION

- The first 90 (Ninety) days from your Joining Date, will be the period during which your suitability for the position to which you have been appointed will be assessed ("Probationary Period"). The Company reserves the right to extend your Probationary Period if in its opinion such extension is necessary. If you fail to meet the Company's criteria to the satisfaction of your manager, during the Probationary Period,

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



**SHRIRAM**  
Finance

December 16, 2023

Ref No: CAN088079

Mr. SRI GANESH R G

7, Shakthi Street,  
Medavekkam, Chennai,  
Tamil Nadu-600100.

Mob No.: 6378529011

Dear Mr. SRI GANESH R G

**SUB: EMPLOYMENT OFFER AS "BUSINESS EXECUTIVE"**

This refers to your application & to the subsequent interview you had with us. In this connection, we are pleased to offer you the post of "BUSINESS EXECUTIVE" in the grade of "OP3" in our organization on the following terms and conditions.

6. Your Place of Posting will be at our **THIAGADURGAM** located at, KARUR VYSYA BANK UPSTAIRS, ANNA NAGAR, PRITHIVIMANGALAM, THIYAGADURUGAM, KALLAKURICHI DT, THIAGADURGAM-606202.
7. You shall be responsible for growth & development of our commercial Vehicle Finance Business and Recovery of the territory allotted to you.
8. You will report to the **Branch Head** and shall carry out all assignments as delegated to you from time to time.  
You will be paid a total remuneration of **Rs.2,86,320/- p.a.** The Break-up of which is enclosed.
9. You will be entitled for performance based incentive as per company's policy, which will be released at the sole discretion of the management.
9. You will be entitled for Gratuity as per statutory rules.
10. You shall produce the following mandatory documents on the date of joining.
  - a. Passport Size Photos-4 nos.
  - 9 Copy of Pan card & Aadhaar card (compulsory).
  - 10 Copy of Address ID proof.
  - 11 Copy of Educational Qualification (Internet copies of the marksheets are not acceptable).
  - e. Relieving & Experience Letter from Current Employer for Experienced Candidates.
  - 10 Proof of latest 3 months payslips (If applicable).
  - 11 Copy of Driving License is mandatory.
  - 12 Cancelled Cheque/Bank Passbook copy for updation of salary bank account details.
  - 13 Form 11, Employment Form fully filled up (Attached herewith in the Joining Kit).
- (i) Candidate with prior experience has to submit proof of UAN and ESI numbers (Previous Employer) mandatorily failing which Employment will not be considered till the submission of the same. You are also requested to submit E-Aadhaar details displaying the number clearly in order to validate with UAN/Other Submissions.

The offer is being made on the particulars of your qualifications, training, experience, age present or previous remuneration and benefits etc. furnished by you in your bio-data/ application for employment in our organization. Should any of the particulars furnished by you be found to be incorrect, and/or any of the documents/certificates submitted by you is found to be not genuine, your services shall liable to be terminated without any notice or notice pay in lieu of notice or any terminal benefits.

This Offer of Employment is valid for a period of 30 days only and the above specified documents along with respective original certificates for verification are mandatorily required to be produced on Date of joining. Any delay in submission, your DATE OF JOINING shall be modified as per statutory regulations. Failure on your part to submit the documents, this offer of employment shall stand automatically cancelled and withdrawn.

We will appreciate if you could send us a confirmation that these terms and conditions are acceptable to you and would join

us at the earliest with intimation to **KRISHNAMOORTHY G-DEPUTY MANAGER- KRISHNAMOORTHY.G@STFC.IN(9952599234)**.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer.

For **SHRIRAM FINANCE LIMITED**

**A. GANESH**  
SENIOR VICE PRESIDENT

(Accepted)

Disclaimer: SHRIRAM FINANCE LIMITED do not engage any consultants or agencies for recruitments.

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



**SHRIRAM**  
Finance

**REMUNERATION DETAILS OF MR.SRI GANESH R G**  
**(BUSINESS EXECUTIVE - OP3)**

S.NO.	COMPONENTS	AMOUNT MONTHLY	AMOUNT YEARLY
1.	BASIC SALARY	5500.00	66000.00
2.	HOUSE RENT ALLOWANCE	2000.00	24000.00
3.	MEDICAL ALLOWANCE	1250.00	15000.00
4.	EDUCATION ALLOWANCE	200.00	2400.00
5.	OTHER ALLOWANCE	4260.00	51120.00
6.	VEHICLE ALLOWANCE	2000.00	24000.00
7.	PETROL ALLOWANCE	5000.00	60000.00
8.	TELEPHONE ALLOWANCE	500.00	6000.00
	<b>GROSS</b>	<b>20710.00</b>	<b>248520.00</b>
9.	INSURANCE BENEFITS	250.00	3000.00
10.	PROVIDENT FUND	1800.00	21600.00
11.	BONUS/EXGRATIA	1100.00	13200.00
	<b>CTC</b>	<b>23860.00</b>	<b>286320.00</b>

**NOTE:**

1. Item on Sr.No. 1 to 8 shall be paid through payroll.
2. Item on Sr.No. 9 shall be towards insurance benefits.
3. Item on Sr.No. 10 is company's contribution towards your Provident Fund.
4. Item on Sr.No. 11 as and when declared.

For SHRIRAM FINANCE LIMITED

  
A.GANESH  
SENIOR VICE PRESIDENT

(Accepted)

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

Date: September 14, 2023

Private and Confidential

SRI VARSHA M

No.8/15,Nethaji Street,  
Rajakilpakkam,  
Chennai,  
Tamil Nadu,  
India-600073.

Dear Sri Varsha,

Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer -cum - appointment with **HCL Technologies Ltd., - Digital Process Operations ("DPO" or "HCLTech" or "Company")** as **Customer Service Representative**. You are required to report on September 18, 2023 at 09:00 a.m., at the address: **HCL Technologies Ltd., - Digital Process Operations, Chennai-SEZ,SDB5, GF Lab3; 3rd & 4th flr.**

- Your annual compensation would be **Rs. 235000 Per annum** as per compensation structure outlined in Annexure I. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure III.**
- You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter's email id [gunasekaran.m@hcl.com](mailto:gunasekaran.m@hcl.com) , failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.
- 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. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct.

*Sri Varsha M*  
Signature of the employee

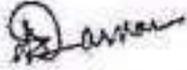
Principal  
Prince Shri Venkateshwara  
Arts and Science College  
Gowrivakkam, Chennai - 600 073

Signature of the Principal  
B. Kalpana  
Principal  
Prince Shri Venkateshwara  
Arts and Science College  
Gowrivakkam, Chennai - 600 073

HCL

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

Yours sincerely,  
For HCL TECH LTD BPO SERVICES



**Debasis Sarkar**  
Sr. VP, Head-Global Rewards

DEBASIS SARKAR  
SENIOR VICE PRESIDENT

This is system generated Letter/Contract. Agreeing to the Offer and its terms and conditions in the workflow is as good as signing of physical contract/letter on mutual agreement between us. It has all legal binding as per the law, if mutual trust is breached at any point of time.

*B. Kalpana*  
PRINCIPAL

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

*Sri Venkatesh*  
Signature of the employee

STRICTLY PRIVATE & CONFIDENTIAL  
PREPARED FOR: Sribala I

**CBRE**

19th Floor, DLF Square  
MBlock, Icaranda Marg,  
DLF City Phase-II, Gurgaon-122002  
T: 91 124 465 9700  
F: 91 124 465 9800

CIN- U74140DL1999PTC10244  
sribhali@cbre.co.in

Date: 16-NOV-23

www.cbre.co.in

### EMPLOYMENT TERMS AND CONDITIONS

We welcome you to CBRE South Asia Pvt. Ltd. The terms and conditions of your appointment are as follows:

**EMPLOYER  
EMPLOYEE:**

CBRE South Asia Pvt. Ltd. (hereafter "The Company")  
Sribala I  
No. 12B Iyyspa Nagar,  
5th Cross Street, East Tambaram,  
Chennai- 600045

**COMMENCEMENT OF  
EMPLOYMENT:**

Your employment will commence on 17-NOV-23  
Your employment is contingent on the results of a background check which may include reference checks, medical checkup and verification of education and work history. If the results of your background check reveal information that is inconsistent with our standards, this offer may be rescinded or your employment with the Company may be subject to immediate termination, at the discretion of the Company.

**PROBATION:**

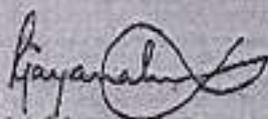
Your employment will be subject to a probation period of six months from your date of joining. Your employment will stand confirmed after the period of probation is over unless until CBRE South Asia Pvt. Ltd. extends the period of probation and informs the same to you in writing.

**JOB TITLE:**

You will be employed as **TRAINEE** in Assets Services PM based at DLF, Chennai

**CTC:**

Your CTC (Cost to Company) will be Rs. 38,000/- per month (*break-up details mentioned in Annexure 1*) which is inclusive of all benefits, perquisites & statutory contributions by the Company under PF Act, payable in arrears on the last day of the month. Your CTC will normally be reviewed annually by the Company. In conducting such review, the Company will take into account both market factors and your job performance and may, at its sole discretion, make any necessary adjustments to your emoluments. You will be notified in writing of any changes to your emoluments.



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

STRICTLY PRIVATE & CONFIDENTIAL  
PREPARED FOR: Srihala T

**CBRE**

The terms and conditions in this Agreement shall be constructed and interpreted in accordance with the Laws of India and the parties shall submit to the non-exclusive jurisdiction of Indian Courts located in Delhi in the event of any dispute arising out of and/or in connection with your employment.

For and on behalf of the Company



Jayamalini Ramaratnam  
Head - Human Resources  
Date: 17-NOV-23

Please advise any CHANGE OF ADDRESS to the Human Resources Department.

I have read and understood the above terms and conditions and hereby accept them.

By joining CBRE, I hereby declare that there is nothing material (information) about me which has been concealed by me which may deter/disallow me to undertake my continuous service with CBRE South Asia Pvt Ltd at Chennai for the next 12 months. If any concealment or misrepresentation of material facts by me comes to light after joining, the Company has every right to take suitable action against me. The decision of the Company's management shall be final and binding in this regard and I will abide by the same.

Signature of the Employee



Name: Srihala T

Date: 17-11-23

*B. Kalpana*  
**PRINCIPAL**

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



Date: 24-11-2023

**Subject: Offer of Employment**

Dear Srija A,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

Sushil Chander  
Vice President – Human Resources

*B. Kalpana*  
PRINCIPAL

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

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

**Annexure 1**

Date: 24-11-2023

Name: Srija A

Designation: Executive Trainee

Band: J2

CTC STRUCTURE		
Components	Per Annum	Per Month
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Mediclaim: INR2,00,000 for self and dependents

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



PSPL/2022/OF/5468/Sales Executive

August 01, 2022

Srikala M

Chennai

Dear Srikala M.

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Executive.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Executive in Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **227004/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on **3-Aug-22** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Rajesh Babu**, Contact No. **8148778035** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to [Distribution.Helpdesk@paytm.com](mailto:Distribution.Helpdesk@paytm.com), our team will reach out to you on priority.
5. You shall be initially deputed at **Chennai**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services

Paytm Services Private Limited  
(Formerly known as Balance Technology Private Limited)  
[offer@paytmservices.com](mailto:offer@paytmservices.com)  
[www.Dns87.com](http://www.Dns87.com)

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
Certificate Office - B 121, Sector 5, HUDA 201301, Indir  
ARTS AND SCIENCE COLLEGE  
GOWINAKKAM, CHENNAI - 600077  
Registered Office - Ground floor, Essee Washnavi Summit, 6/B 7th Main,  
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034



Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	4279	51345
Special Allowance	0	0
Statutory Bonus	2300	27600
<b>Gross Salary</b>	<b>16679</b>	<b>200145</b>
PF (Employer)	1488	17856
ESIC (Employee)	542	6505
Medical Insurance Premium	209	2508
<b>Monthly CTC</b>	<b>18917</b>	<b>227004</b>
<b>Variable</b>		
Performance Linked Incentive (PLI)	15000	180000
<b>Total Salary (Gross CTC)</b>	<b>33917</b>	<b>407004</b>

\*\*\*Medical Insurance premium rate is subject to change

\*\*\*Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\*\*\*Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

\*\*\*FairDay Attendance will be applicable as per policy.

*B. Kalpana*

PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE

GOWRIPOONJAPURAM, SECTOR 5, NOIDA 201301, INDIA

Paytm Services Private Limited  
(Formerly known as Balance Technology Private Limited)

offer@paytmservices.com

www.Ones7.com

T: +91 120 4770770 F: +91 120 4770771 CIN: U74110KA2016PTC094535

Registered Office - Ground Floor, Essee Washnani Summit, 6/8 7th Main,

80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034

Aug 22, 2023

Ms K SRILEKHA  
lekhakathirvelan25@gmail.com  
Candidate Id: CN20230375

Dear KSRILEKHA,

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division**.

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Prasad C (Training Manager)** or anyone whom he may depute. Your date of joining will be **31 August 2023**. Your base location will be **Chennai**.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

*B. Kalpana*

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

Annexure I: Annual Compensation Structure			
Name	Ms K SRILEKHA	Position & Department	Associate Trainer
#	Components of Total Fixed Pay		Per Annum (In INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

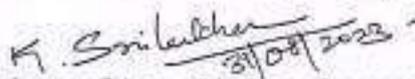
Thank you  
Yours sincerely  
For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu  
HR Business Partner

**ACCEPTANCE OF OFFER**

*I hereby confirm that I accept the above offer with all its terms and conditions of employment.*



Name & Signature of the candidate with date of acceptance



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

## AMURA HEALTH

3F, Neelambari, Doshi Symphony  
129, Velachery-Tambaram Main Rd,  
Ram Nagar South, Chennai-600100, India.

9th Jun 2023  
SRINETHI S,  
2/23, Gandhi Road,  
West Tambaram,  
Chennai, TamilNadu - 600 045.

Dear SRINETHI S,

Amura Health (the "Firm") is pleased to invite you to join the team with a full-time role, on the terms described below:-

- 1. Position:** You will start in a full-time position as **Junior Health Coach** and you will initially report to the Firm's **Lead Health Coach**. By signing this letter, you confirm with the Firm that you are under no contractual or other legal obligations that would prohibit you from performing your duties with the Firm.
- 2. Compensation and Employee Benefits:** You will be paid as compensation for your services at a cost to the company of **INR 3,65,000 per year**, payable on the Firm's regular payroll dates.
- 3. Confidential Information and Invention Assignment Agreement:** Like all Firm's employees, you will be required, as a condition of your employment with the Firm to sign the Firm's standard Confidential information and Invention Assignment Agreement.
- 4. Employment Relationship:** Employment with the Firm is for no specific period of time. Your employment with the Firm will be "at will", meaning that either you or the Firm may terminate employment at any time and for any reason, with or without cause. Any contrary representations which may have been made to you are superseded by this offer. This is the full and complete agreement between you and the Firm on this term. Although your job duties, title, compensation and benefits, as well as the Firm's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and the Firm's Chief Executive Officer.
- 5. Outside Activities:** While you render services to the Firm, you agree that you will not engage in any other employment, consulting or other business activity without the written consent of the Firm.
- 6. Withholding Taxes:** All forms of compensation referred to in this letter are subject to applicable withholding and payroll taxes.

*B. Kalpana*  
**PRINCIPAL**

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

**AMURA**

## AMURA HEALTH

3F, Neelambari, Doshi Symphony  
129, Velachery-Tambaram Main Rd,  
Ram Nagar South, Chennai-600100, India.

### 7. Miscellaneous.

- (a) Governing Law: The valid interpretation, construction and performance of the terms of this letter, and all acts and transaction pursuant hereto and the rights and obligation of the parties hereto shall be governed, construed and interpreted in accordance with the laws of the Courts in Chennai, without giving effect to principles of conflicts of law.
- (b) Entire Agreement: This letter sets forth the entire agreement and understanding of the parties relating to the subject matter herein and supersedes all prior or contemporaneous discussion, understandings and agreements, whether oral or written, between them relating to the subject matter hereof.
- (c) Counterparts: This letter may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, and all of which together shall constitute one and the same agreement.
- (d) Electronic Delivery: The firm may, in its sole discretion, decide to deliver any documents related to this letter or any notices required by applicable law by mail or any other electronic means. You hereby consent to receive such documents and notices by such electronic delivery and agree to participate through an on-line or electronic system established and maintained by the firm or a third party designated by the firm.

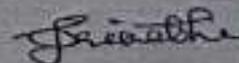
This offer has been sent to you for electronic signature. By electronically signing this offer, you agree and acknowledge that you have been able to access and review the offer and choose to sign this letter and the accompanying Confidential Information and Invention Assignment Agreement. As required by law, your Employment with the firm is also contingent upon your providing legal proof of Your identity and authorization to work in India. This offer, if not accepted, will expire at the close of business on 1<sup>st</sup> July 2023.

We look forward to having you join us no later than 1<sup>st</sup> July 2023.

FOR AMURA HEALTH



Saravanan Balakrishnan  
CEO & Founder



ACCEPTED AND AGREED

B. Kalpana  
PRINCIPAL

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

AMURA



ISO 9001 Certified Company

Date: 16-05-2023

**Dear Mr. Srinivasan B**

Sub: Offer letter for the post of Embedded Trainee

With reference to your application and the subsequent interview held, we have pleasure in making an offer of appointment to you as Embedded Trainee in Beta Technologies Ind. Pvt. Ltd. You will be paid an annual CTC of Rs. 3,10,000/- (Rupees Three Lakhs and Ten Thousand Only) and a detailed structure of the same will be given later. This offer takes effect from your date of joining.

You will be on training for a period of six months followed by six-month probation. Your confirmation will be based on your performance. You will be governed by all rules, regulations and benefits laid down by the Beta Technologies Ind. Pvt. Ltd from time to time as applicable to your cadre.

We look forward to your valuable contribution towards taking Beta Technologies Ind. Pvt. Ltd to greater heights.

For BETA TECHNOLOGIES IND. PVT. LTD.

L. Ramesh  
CEO - Managing Director  
Beta Technologies India Pvt. Ltd  
Coimbatore - 641 012.



*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHERNALUR, COIMBATORE



Extramarks Education India Private Limited

9<sup>th</sup> Floor, Urmasa Business Park, A-95B,  
Sector 73B, Noida, Gautam Budh Nagar,  
Uttar Pradesh 201304

Date: 24<sup>th</sup> August, 2023

Dear Srinivasan E,

Subject : Offer letter of employment as **Business Development Executive**.

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company (CTC) will be Rs. 420,000 (Rupees Four Lakh Twenty Thousand Only) Per Annum and other terms of service shall be as per the discussion you had with us. The compensation details are as follows -

Components	Per Annum	Per Month
Basic Salary	210,000	17,500
HRA	105,000	8,750
Special Allowances	65,904	5,492
Employer's Contribution to EPF	21,600	1,800
Statutory Bonus	17,496	1,458
Total CTC Per Annum	420,000	35,000

We would expect you to join as early as possible but not later than **03-Oct-2023** at the office located at **Bangalore, Karnataka** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

Your services are transferable, with reasonable notice, to any location in India or overseas where the company conducts its businesses, or to any subsidiary, associate or group company whether now existing or yet to be formed. Such transfer / deputation will be according to the rules of the company in force at that time.

During the term of your employment, should you desire to leave the services of the Company, you will have to give to the Company **one month'** notice or salary in lieu thereof. Similarly, the Company shall be entitled to terminate your employment at any time by giving you **one month'** notice or salary in lieu thereof. However, the Company may terminate your employment with immediate effect by a notice in writing (without payment of salary) in the event of your misconduct, negligence, fraud, breach of terms of employment or Company policy, criminal conviction and prolonged unauthorized absence.

*B. Kalpana*  
**PRINCIPAL**

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



Extramarks Education India Private Limited

9<sup>th</sup> Floor, Umiya Business Park, 4-358,  
Sector 136, Noida, Gautam Budh Nagar,  
Uttar Pradesh 201304

You agree, acknowledge, and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **03-Oct-2023**.

Accepted

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

31-May-2023

Dear SRIPRIYA S,

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

Components	Components Rs. Per annum
Basic	87,000
Supplementary Allowance	112,000
Employer's Contribution to PF	22,600
Statutory Bonus	8,000
Gratuity	2,749
Flexible Compensation Pay	47,651
<b>Total Fixed Pay</b>	<b>280000.00</b>

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

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

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

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE

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  
Senior Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.

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

**Sriram S**  
NO, 68 Narayana Street,  
Abhirampuram,  
TAMIL NADU  
600045

**Offer Letter**

Dear Sriram S

Congratulations! Further to the interview you had with us, we are pleased to extend an offer to you in the capacity of a "Trainee - Customer Care" in grade "P0".

Your Annual CTC will be **Rs.3,00,000 (Three Lakh Rupees)** and detailed break up of your salary has been explained in the enclosed Annexure.

**Terms and Conditions of Employment:**

This offer is valid until **03/11/2023** which will be your joining date with us and will stand void post your stated joining date.

And note that this offer is purely based on the information/documents provided by you and by accepting the offer, you specifically authorize the Company or any external agency through us to verify your educational, employment antecedents, your conduct, and any other background checks prior to your joining the Company or thereafter. You shall extend co-operation (if asked for) during such verification without any protest or demur. If there is a discrepancy in any of the information submitted by you (which formed the basis for this offer) or in the copies of the documents/certificates given by you as proof in support of the above, the Company reserves the right to revoke the offer at any time during service.

- A. **Probation:** You will be on probation for 6 months and your employment will be confirmed in the rolls of the company based on your performance during the probationary period.
- B. **Work Location:** Your posting will be at PreludeSys India Private Limited, Old No D 12, New No A-3, 1st crossroad, SIPCOT IT Park-Siruseri, Navalur, Chennai 603103. Your posting at present is in Chennai. During your employment with this Company, you may be posted/transferred/attached to any other Company of PreludeSys India Pvt Ltd., Or to any of the offices/subsidiaries/unit associate offices of the Company to any town or city in India or abroad at the sole discretion of the Management.
- C. Upon you working in another Company on transfer/on a specific project, you shall be entitled to emoluments and perks as applicable with PreludeSys India Pvt Ltd., only.
- D. **Work Ethics:**
  1. During the course of your employment, you will apply yourself with dedication, exercise your duty to the best of your ability and shall devote your whole time and attention to promote the interests of the Company, and generally carry out the work as assigned to you and shall obey and comply with all the lawful orders and directions given to you by

PreludeSys India Private Limited

Regd. Office : No. 3/A3, 1st Cross Street, SIPCOT IT Park, Siruseri - Chennai - 603 103.

Ph: 91-44-67417600 | www.preludesys.com

CIN: U72300TN1998PTCO41576 | GSTN: 33AA9C97251K12C

*P. Kalpana*  
PRINCIPAL

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

through e-mail by the Company, it would be assumed that you have voluntarily abandoned the services of the Company, and you will be terminated from services with immediate effect and without any compensation in lieu thereof.

The terms and conditions mentioned in the letter are only a few selected ones, applicable to you and not a complete description of all Company policies and rules. You are required to go through the policy manual of the Company, as amended, from time to time.

Upon your acceptance of this offer letter / by your signing this offer letter, the Company reserves the right to initiate legal proceedings in the jurisdiction of the courts of Chennai to recover the cost of training as well as related costs associated with training as determined by the Company.

Even though the Company may depute you Overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Chennai only.

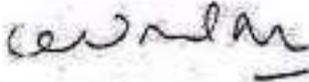
Please note that the terms and conditions of your service contract as stipulated heretofore, or to be intimated hereafter, are to be treated as strictly confidential. You are not to divulge its contents to any employee of the Company/person connected with the Company.

In all service matters, including those not specifically covered here, such as Travel, leave, etc. you will be governed by the rules of the Company framed from time to time.

Retirement: Retirement will be exercised as per our retirement policy.

At PreludeSys, we aim to provide very satisfying and challenging work to our Employees, through whom we intend to deliver high-quality service to our clients.

For PreludeSys India Pvt Ltd



Prasad Reddy  
AVP - HR & IT

You are advised to read this letter carefully and if the terms and conditions are accepted by you, kindly acknowledge them by signing below.

I, Srinivasan S have read and understood thoroughly the rules of service and the above terms of the appointment of my service. I agree with all terms mentioned above and I shall abide by all general rules of service, which are now or may hereafter be in force. I accept my appointment of service with you.

Employee's Signature:   
Date: 03/11/2023

PreludeSys India Private Limited

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Ph: 91-44-67417800 | www.preludesys.com

CIN: U72300TN1998PTC041575 | GSTIN: 33AABCP252K120

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

Salary Annexure

Candidate Name	Sriram S	Level	P0
Designation	Trainee - Customer Care	Department	IN - KPO
		Variable %	0
Particulars	Monthly (Rs)	Yearly (Rs)	
Basic Pay (40% of your annual TCTC)	10000	120000	
HRA	5000	60000	
<b>Basic and HRA Total</b>	<b>15000</b>	<b>180000</b>	
ESI - Employer (3.25% of your monthly fixed)	0	0	
PF- Employer	1800	21600	
Insurance	365	4380	
Gratuity	481	5772	
<b>Statutory Employer</b>	<b>2846</b>	<b>31752</b>	
Car Lease, Fuel, and Maintenance (1800/2400 pm)	-	-	
Leave Travel (@ 3 months basic pay once in 2 years)	-	-	
Internet/ Mobile reimbursement (1000 pm)	-	-	
Professional Development (2000 pm)	-	-	
Food (1100/2200 pm)	-	-	
<b>Flexi Benefits Total (as per employee option)</b>			
<b>Special Allowance</b>	<b>7354</b>	<b>88248</b>	
Professional Tax	208	2496	
ESI Contribution by Employee (0.75% of your monthly fixed)	0	0	
PF Contribution by Employee	1800	21600	
<b>Total Statutory Deductions</b> *This will be in line with current prevailing Govt. norms	<b>2008</b>	<b>24096</b>	
<b>Net Take Home</b>	<b>20346</b>	<b>244152</b>	
Fixed CTC	25000	300000	
Variable Pay (*payout as per VP policy)	0	0	
<b>Total CTC</b>	<b>25000</b>	<b>300000</b>	

Applicable taxes will apply at any point in time toward your salary as per the current prevailing Government rules.

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Ph: 91-44-6741700 | www.preludesys.com

CIN: U72300TN1995PT051576 | GSTIN: 39AABCP7252K12C

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

Page 4 of 5

Srividhya V  
NO.30 Rajiv Gandhi Street,  
Lakshimpuram,  
TAMIL NADU  
600044

**Offer Letter**

Dear Srividhya V

Congratulations! Further to the interview you had with us, we are pleased to extend an offer to you in the capacity of a "Trainee - Customer Care" in grade "P0".

Your Annual CTC will be Rs.3,00,000 (Three Lakh Rupees) and detailed break up of your salary has been explained in the enclosed Annexure.

**Terms and Conditions of Employment: \_**

This offer is valid until 03/11/2023\* which will be your joining date with us and will stand void post your stated joining date.

And note that this offer is purely based on the information/documents provided by you and by accepting the offer, you specifically authorize the Company or any external agency through us to verify your educational, employment antecedents, your conduct, and any other background checks prior to your joining the Company or thereafter. You shall extend co-operation (if asked for) during such verification without any protest or demur. If there is a discrepancy in any of the information submitted by you (which formed the basis for this offer) or in the copies of the documents/certificates given by you as proof in support of the above, the Company reserves the right to revoke the offer at any time during service.

- A. **Probation:** You will be on probation for 6 months and your employment will be confirmed in the rolls of the company based on your performance during the probationary period.
- B. **Work Location:** Your posting will be at PreludeSys India Private Limited, Old No D 12, New No A-3, 1st crossroad, SIPCOT IT Park-Siruseri, Navalur, Chennai 603103. Your posting at present is in Chennai. During your employment with this Company, you may be posted/transferred/attached to any other Company of PreludeSys India Pvt Ltd., Or to any of the offices/subsidiaries/unit associate offices of the Company to any town or city in India or abroad at the sole discretion of the Management.
- C. Upon you working in another Company on transfer/on a specific project, you shall be entitled to emoluments and perks as applicable with PreludeSys India Pvt Ltd., only.
- D. **Work Ethics:**
  1. During the course of your employment, you will apply yourself with dedication, exercise your duty to the best of your ability and shall devote your whole time and attention to promote the interests of the Company, and generally carry out the work as assigned to you and shall obey and comply with all the lawful orders and directions given to you by

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Ph: 91-44-67417800 | www.preludesys.com

CIN : U72300TN1958PTCO-1479 J GSTN : 33ABGP2252K120

PRINCIPAL

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

through e-mail by the Company, it would be assumed that you have voluntarily abandoned the services of the Company, and you will be terminated from services with immediate effect and without any compensation in lieu thereof.

The terms and conditions mentioned in the letter are only a few selected ones, applicable to you and not a complete description of all Company policies and rules. You are required to go through the policy manual of the Company, as amended, from time to time.

Upon your acceptance of this offer letter / by your signing this offer letter, the Company reserves the right to initiate legal proceedings in the jurisdiction of the courts of Chennai to recover the cost of training as well as related costs associated with training as determined by the Company.

Even though the Company may depute you Overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Chennai only.

Please note that the terms and conditions of your service contract as stipulated heretofore, or to be intimated hereafter, are to be treated as strictly confidential. You are not to divulge its contents to any employee of the Company/person connected with the Company.

In all service matters, including those not specifically covered here, such as Travel, leave, etc. you will be governed by the rules of the Company framed from time to time.

Retirement: Retirement will be exercised as per our retirement policy.

At PreludeSys, we aim to provide very satisfying and challenging work to our Employees, through whom we intend to deliver high-quality service to our clients.

For PreludeSys India Pvt Ltd

Prasad Reddy  
AVP - HR & IT

You are advised to read this letter carefully and if the terms and conditions are accepted by you, kindly acknowledge them by signing below.

I, SRIVIDHYA..... have read and understood thoroughly the rules of service and the above terms of the appointment of my service. I agree with all terms mentioned above and I shall abide by all general rules of service, which are now or may hereafter be in force. I accept my appointment of service with you.

Employee's Signature SRV  
Date: SRV 3.11.2023

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Ph: 91-44-67457500 | www.preludesys.com

CIN: U72300TN1998PTC041576 | GSTN: 33AABCP7252K12C

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

Salary Annexure

Candidate Name	Srividhya V	Level	P0
Designation	Trainee - Customer Care	Department	IN - KPO
		Variable %	0
<b>Particulars</b>	<b>Monthly (Rs)</b>	<b>Yearly (Rs)</b>	
Basic Pay (40% of your annual TCTC)	10000	120000	
HRA	5000	60000	
<b>Basic and HRA Total</b>	<b>15000</b>	<b>180000</b>	
ESI - Employer (3.25% of your monthly fixed)	0	0	
PF- Employer	1800	21600	
Insurance	365	4380	
Gratuity	481	5772	
<b>Statutory Employer</b>	<b>2646</b>	<b>31752</b>	
Car Lease, Fuel, and Maintenance (1800/2400 pm)	-	-	
Leave Travel (@ 3 months basic pay once in 2 years)	-	-	
Internet / Mobile reimbursement (1000 pm)	-	-	
Professional Development (2000 pm)	-	-	
Food (1100/2200 pm)	-	-	
<b>Flexi Benefits Total (as per employee option)</b>			
<b>Special Allowance</b>	<b>7354</b>	<b>88248</b>	
Professional Tax	208	2496	
ESI Contribution by Employee (0.75% of your monthly fixed)	0	0	
PF Contribution by Employee	1800	21600	
<b>Total Statutory Deductions</b> *This will be in line with current prevailing Govt. norms	<b>2008</b>	<b>24096</b>	
<b>Net Take Home</b>	<b>20346</b>	<b>244152</b>	
<b>Fixed CTC</b>	<b>25000</b>	<b>300000</b>	
Variable Pay (*payout as per VP policy)	0	0	
<b>Total CTC</b>	<b>25000</b>	<b>300000</b>	

Applicable taxes will apply at any point in time toward your salary as per the current prevailing Government rules.

PreludeSys India Private Limited

Regd. Office : No. 3/A3, 1st Cross Street, SIPCOT IT Park, Siruseri - Chennai - 603 103.

Ph: 91-44-82417600 | www.preludesys.com

CIN: U72300TN1999PTC041576 | GSTN: 33AABCP7252K1ZC

*B. Kalpana*  
PRINCIPAL

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



April 12, 2023

Dear Sruthika ,

Welcome to VDart Group!

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

You will draw a CTC of **2,25,500 (Two Lakh twenty five Thousand five hundred Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **June 2, 2023**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

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

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

Thanking you,

Yours faithfully,

MohanaSundaram  
Assistant General Manager - HR

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



# Smartail

Dear Stephy Evanjaline E,

10-July-2023

**Subject: Appointment as "Product Specialist"**

We Would be really thrilled to have you on board.

SMARTAIL PVT LTD is an Indian start up mainly focused on bringing about digital transformation in the field of Education using Artificial Intelligence and Data Science. This is an aggressive goal which we aim to achieve by hiring talented, future-focused humans.

SMARTAIL PRIVATE LIMITED is subject to the employment laws of India.

Further to your recent interview and your acceptance of the offer, we are delighted to confirm our employment offer with SMARTAIL Pvt Ltd to you.

This offer is subject to a

- (i) satisfactory reference check of all qualifications and the accuracy of the employment history provided by you; and
- (ii) the acceptance of the terms and conditions of your assignment as set forth below and the attachments that are incorporated by reference ("Agreement"); and
- (iii) you're obtaining the necessary work or employment passes or permits from the relevant authorities in India to work in India, if applicable.

## Role details

**Position: Product Specialist**

**Location: Chennai, India**

**Supervisor: Arun Kumar, Delivery Head**

**Date of Joining: July 15, 2023**

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

### **Annual Compensation**

#### **Gross Annual salary**

Your annual gross salary including benefits, allowances and perquisites and grossed up value of FSA, if any, payable by the company on any item of your remuneration and/or perquisite is **Rs.2,40,000/- (Rupees Two lakhs fourty thousand only.)** A typical break up is provided as an Illustration in the Annexure A to this letter. This supersedes any other communication made to you previously on compensation.

#### **Compensation Review**

Your compensation will be reviewed annually based on your job performance, business performance, as well as market pay trend. As a special case, your compensation will be reviewed nine 12 months after the start of employment.

#### **Other Details**

#### **Probation**

Initial probation period is **Six months**. Successful completion of probation period is dependent on satisfactory performance as assessed by your Reporting Manager. On the expiry of the probation period unless your probation is extended or services are terminated in writing, you shall be automatically deemed to be permanent.

#### **Transferability**

Your initial place of posting will be **Chennai, India**. However, your services are liable to be transferred from one location to another, anywhere globally. Even though the Company may depute you Overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Chennai only.

#### **Contract Term and Notice**

This employment may be terminated at any time:

- I. if the performance of the employee is determined to be unsatisfactory, employment could be terminated immediately, before the completion of the probation period.
- II. by giving **two months'** advance notice in writing or payment in lieu thereof to the other party after completion of Probation Period; and
- III. if in the reasonable opinion of Company, you are guilty of serious misconduct, Company may terminate your employment summarily without notice. Serious misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of confidentiality agreements as agreed upon.
- IV. In the event of termination due to misconduct or any other reason, the Company reserves the right to buyback vested stock at a price to be determined by the Company.

*B. Kalpana*  
PRINCIPAL

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



Date: 9 May 2023

Subhasri A  
No.6, Ambedkar Nagar, Kamarajapuram,  
TN 600073

Dear Subhasri A,

Subsequent to our discussion, we are pleased to appoint you in eTeam Infoservices Pvt. Ltd as "Transaction Processing Representative". You are expected to join on or before "11 May 2023", failing which, eTeam reserves the right to rescind this letter.

You will work out of our client Accenture and your Annual Cost to Company (CTC) will be CTC 4,80,000/- (Four Lakh and Eighty Thousand Rupees Only) as detailed in Annexure "A".

During your period of employment, you would be governed by the terms and conditions as per the appointment letter and HR Handbook which would be amended from time to time.

#### 1) DOCUMENTS

You shall produce at the time of starting employment (or within one week thereafter) the documents to the Company as mentioned below. Any delays in submitting the requested documents, it may affect your joining or processing your first pay.

This appointment is offered based on your having furnished the Company, correct information regarding your past service and other records. If at any time it is revealed that employment has been obtained by furnishing false information or withholding pertinent information, the Company will be free to terminate your service at any time without notice.

- Copies in support of your educational qualification(s) (marksheets and degree certificates)
- Copies in support of your work experience (Offer/appointment and experience/relieving letters)
- Copy of your resignation acceptance or release communication from current employer
- 2 passport size photographs
- Form 16/salary certificate/Bank Statement
- Address proof (Aadhar Card, PAN, Passport etc.)
- Compliance Documents (Form F, Form 2, Form 11, etc)

#### II) SALARY

- a) Your annual remuneration is as specified in Your Appointment Letter.
- b) This compensation package has been customized for you after taking into account your qualifications, and relevance of experience and your role and responsibilities.
- c) You will be required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee, except to the Head of your department and the Head of HR Dept. of the Company.
- d) In the similar way, when deputed to work/Interact at the client site, you are expected to maintain full confidentiality regarding your salary packages and Expected not to dodge.

*B. Kalpana*  
PRINCIPAL

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



**Entitlements:** All entitlements listed below are Subject to Company Policies, Procedures and guidelines that may be in force or as issued/Changed from time to time. All perquisites and income Tax Act, 1961, which may be applicable, including tax on perquisite value.

Rupees: [Four Lakh and Eighty Thousand] Only (Per Annum)

- Incentive/Referral/Reimbursement/Bonus or any other variable amount is payable subject to the employee's performance as per Company policies and at the sole discretion of the Company's management.
- Please note that first salary for those who join after the 25th of the month will be processed in following month's payroll cycle post receipt of your complete set of documents.
- Any tax implication arising out of the above structure to the borne by the employee.
- Income tax relief in respect of Reimbursements will be provided only on production of bills and will be restricted to the amount mentioned against them.

Yours Truly

For eTeam Service Private Limited

Priyanka Mahajan

Senior Executive - HR

Agreed and Accepted by

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600113.

Date: 1<sup>st</sup> August 2023,

Ms. Subhiksha M

Congratulations! Athenese-Dx would like to offer you the position of "Production Executive", You will report directly to Mr. Dilip Singh – Senior Production Executive & Ms. Malarvizhi – Senior QC Executive.

Your responsibilities will include but not be limited to:

**JOB RESPONSIBILITIES:**

1. **Reagent Formulation:** Prepare and formulate various ELISA reagents and kits according to standard operating procedures (SOPs).
2. **Packaging and Labelling:** Monitoring the reagents filling and packing activities. Ensuring compliance with relevant regulations and guidelines.
3. **Batch Record Keeping:** Create and maintain batch records for each batch of reagents and kits produced, including detailed information on production processes Both manual record & SAP software.
4. **Troubleshooting:** Identify and resolve issues that may arise during the production process, such as inconsistencies in reagent performance or equipment malfunctions.
5. **Equipment Maintenance:** Coordinate for regular maintenance and calibration of equipment and instruments used in the production process.
6. **Process Improvement:** Collaborate with other team members to continuously improve production processes.
7. **Compliance and Safety:** Adhere to all safety protocols, industry regulations, and company policies while working in the production rooms.
8. **Maintaining Cleanliness:** Maintain a clean and organized workspace to prevent contamination and ensure a safe working environment.

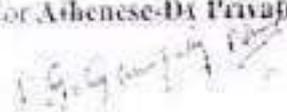
Your start date will be on or before 15<sup>th</sup> September 2023.

Your salary will start at Rs.30,000/Month (Gross salary), refer to ANNEXURE – A for detail.

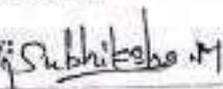
If you accept this job offer, please sign this letter, and return it to us at your earliest convenience. Please provide the required documents (ANNEXURE -B) to establish your employment.

Welcome to ADX! Please contact me for any additional questions you may have regarding the position.

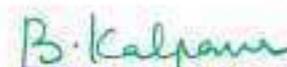
For Athenese-Dx Private Limited,

  
HR Manager

cc. Dr. Arunkumar C – Technical Director

Accepted by:   
Signature:



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

Regd. Office:  
ATHENESE-DX PRIVATE LIMITED  
MODULE NO. 407 & 408, 4TH FLOOR, TICEL BIO PARK II,  
NO. 5, CSR ROAD, TARAMANI, CHENNAI – 600113  
Ph: +91 44 22541131, Email: info@athenesedx.com  
Website: www.athenesedx.com  
INN NO. UB5100TN2012PTC084632



Date: 24-11-2023

Subject: Offer of Employment

Dear Subhiksha V,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
HDFC Life Insurance Company Limited

Sushil Chander  
Vice President – Human Resources

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

Handwritten text and stamp at the bottom of the page, including a date stamp: 24/11/2023.



Annexure 1

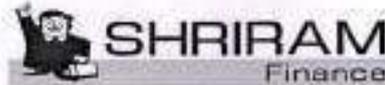
Date: 24-11-2023  
Name: Subhiksha V  
Designation: Executive Trainee  
Band: J2

CTC STRUCTURE		
Components	Per Annum	Per Month
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
Mediclaim: INR2,00,000 for self and dependents

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



December 16, 2023

Ref No: CAN086048

Mr. SUDHARSAN E

1/35, Sengu Street Medavakkam,  
Chennai,

Tamil Nadu-600100.

Mob No.: 8078654901

Dear Mr. SUDHARSAN E

**SUB: EMPLOYMENT OFFER AS "BUSINESS EXECUTIVE"**

This refers to your application & to the subsequent interview you had with us. In this connection, we are pleased to offer you the post of "BUSINESS EXECUTIVE" in the grade of "OP3" in our organization on the following terms and conditions.

6. Your Place of Posting will be at our **THIAGADURGAM** located at, KARUR VYSYA BANK UPSTAIRS, ANNA NAGAR, PRITHIVIMANGALAM, THIYAGADURUGAM, KALLAKURICHI DT, THIAGADURGAM-606202.
7. You shall be responsible for growth & development of our commercial Vehicle Finance Business and Recovery of the territory allotted to you.
8. You will report to the **Branch Head** and shall carry out all assignments as delegated to you from time to time.  
You will be paid a total remuneration of **Rs. 2,86,320/- p.a.** The Break-up of which is enclosed.
8. You will be entitled for performance based incentive as per company's policy, which will be released at the sole discretion of the management.
9. You will be entitled for Gratuity as per statutory rules.
10. You shall produce the following mandatory documents on the date of joining.
  - a. Passport Size Photos-4 nos.
  9. Copy of Pan card & Aadhaar card (compulsory).
  10. Copy of Address ID proof.
  11. Copy of Educational Qualification (Internet copies of the mark sheets are not acceptable). e. Relieving & Experience Letter from Current Employer for Experienced Candidates.
  10. Proof of latest 3 months payslips (if applicable).
  11. Copy of Driving License is mandatory.
  12. Cancelled Cheque/Bank Passbook copy for updation of salary bank account details.
  13. Form 11, Employment Form fully filled up (Attached herewith in the Joining Kit).
- (i) Candidate with prior experience has to submit proof of UAN and ES1 numbers (Previous Employer) mandatorily failing which Employment will not be considered till the submission of the same. You are also requested to submit E-Aadhar details displaying the number clearly in order to validate with UAN/Other Submissions.

The offer is being made on the particulars of your qualifications, training, experience, age present or previous remuneration and benefits etc. furnished by you in your bio-data/ application for employment in our organization. Should any of the particulars furnished by you be found to be incorrect, and/or any of the documents/certificates submitted by you is found to be not genuine, your services shall liable to be terminated without any notice or notice pay in lieu of notice or any terminal benefits.

This Offer of Employment is valid for a period of 30 days only and the above specified documents along with respective original certificates for verification are mandatorily required to be produced on Date of joining. Any delay in submission, your DATE OF JOINING shall be modified as per statutory regulations. Failure on your part to submit the documents, this offer of employment shall stand automatically cancelled and withdrawn.

We will appreciate if you could send us a confirmation that these terms and conditions are acceptable to you and would join us at the earliest with intimation to **KRISHNAMOORTHY G-DEPUTY MANAGER- KRISHNAMOORTHY.G@STFC.IN(9952599234)**.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer.

For **SHRIRAM FINANCE LIMITED**

**A. GANESH**  
SENIOR VICE PRESIDENT

(Accepted)

Disclaimer: SHRIRAM FINANCE LIMITED do not engage any consultants or agencies for recruitments.

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

**REMUNERATION DETAILS OF MR.SUDHARSAN E**  
**(BUSINESS EXECUTIVE - OP3)**

S.NO.	COMPONENTS	AMOUNT MONTHLY	AMOUNT YEARLY
1.	BASIC SALARY	5500.00	66000.00
2.	HOUSE RENT ALLOWANCE	2000.00	24000.00
3.	MEDICAL ALLOWANCE	1250.00	15000.00
4.	EDUCATION ALLOWANCE	200.00	2400.00
5.	OTHER ALLOWANCE	4260.00	51120.00
6.	VEHICLE ALLOWANCE	2000.00	24000.00
7.	PETROL ALLOWANCE	5000.00	60000.00
8.	TELEPHONE ALLOWANCE	500.00	6000.00
	<b>GROSS</b>	<b>20710.00</b>	<b>248520.00</b>
9.	INSURANCE BENEFITS	250.00	3000.00
10.	PROVIDENT FUND	1800.00	21600.00
11.	BONUS/EXGRATIA	1100.00	13200.00
	<b>CTC</b>	<b>23860.00</b>	<b>286320.00</b>

**NOTE:**

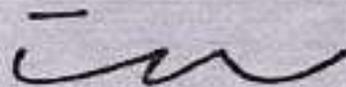
1. Item on Sr.No. 1 to 8 shall be paid through payroll.
2. Item on Sr.No. 9 shall be towards insurance benefits.
3. Item on Sr.No. 10 is company's contribution towards your Provident Fund.
4. Item on Sr.No. 11 as and when declared.

For SHRIRAM FINANCE LIMITED

  
 A.GANESH  
 SENIOR VICE PRESIDENT

(Accepted)

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



# INNOVATE NETWORKS

E-SERVICES PVT LTD.

## Letter of Offer

1st June 2023

Name: Sudharsan S  
Chennai  
Phone no: +91 8600275122

Dear Sudharsan S,

Thank you for giving us the opportunity to discuss possible employment with Innovate Networks E-Services Pvt Ltd!

As a result of the discussions, we have had with you, we are delighted to make you an offer for the position of **Business Analyst**, at Bangalore on the following terms and conditions:

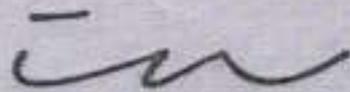
1. Your appointment will be effective on or before **10th July 2023**. Kindly advise us the date that would be convenient for you to join within the aforesaid date.
2. Your location of employment will be Bangalore, India ( Pruthvi Tower, Plot No. 1571/A, 1st Floor, 27th Main, Sector 2, HSR Layout, Bengaluru, Karnataka 560102).
3. Your annual compensation (Cost to Company/CTC) will be **INR 4,50,000 (Rupees Four lakhs Fifty thousand only)** details as per the annexure.
4. The following documents are to be submitted once you accept this offer.
  - Mark sheets - 10th, 12th, Graduate and Post Graduate mark sheets
  - Experience certificate - Relieving certificate from previous organization/s
  - Salary certificate - last 1 month pay slip of previous organization, Offer letter.
  - Certificate of address - Aadhar, Pan copy or passport copy
5. You will be eligible for earned leaves of 15 days and emergency leave of 5 days Annually. Earned Leave is credited on a monthly basis and the leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. You are entitled to 12 days of public holiday as declared by the Company in a calendar year (Jan to Dec).
6. You and your family will be entitled for a Health insurance benefit from the date of confirmation. A maximum sum insured of **INR 10,00,000/family**, includes spouse, 4 children under the age of 25 years and dependent parents.

*S. Prithvi Rao*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARRA  
ARTS AND SCIENCE COLLEGE  
GOWRIWAKKAM, CHENNAI - 600 073.

#234, 1 Floor, 16th Main, 22 Cross, HSR Layout - Sector 3, Bangalore 560102 | Phone: 080-69-000-69

Email: [info@innovatenetworks.com](mailto:info@innovatenetworks.com)

CIN: U72400KA 2009PTC05 1984



# INNOVATE NETWORKS

E-SERVICES PVT.LTD.

## Annexure

(Salary Break-up)

Name:	Sucharsan S
Designation:	Business Analyst
Location:	Bangalore
CTC – INR Per Year	4,50,000
<b>Salary Components</b>	<b>INR Per Year</b>
Basic Salary	2,25,000
*Flexiable Allowance Option:	2,25,000
<b>Total Salary(A)</b>	<b>4,50,000</b>
Mediclaime,Personal accident, Term insurance benefits over and above CTC	

Allowance	INR Per Year	Flexiable Option Guidelines	INR Per Month
HRA	1,12,500	Maximum up to 50% of basic Salary*	9,375
Conveyance Allowance	19,200		1,600
Medical Reimbursement	15,000		1,250
Special Allowance	78,300	Balance Amount	6,525
Ff(employer Contribution)		Inr 1,800 per month	

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

#234, 1 Floor, 16th Main, 22 Cross, HSR Layout - Sector 3, Bangalore 560102 | Phone: 080-69-000-69

Email: [info@innovatenetworks.com](mailto:info@innovatenetworks.com)

CIN: U72400KA 2009PTC05 1984



**Subject: Offer Letter**

**Dear SUHAILA MARIYAM. Z,**

Consequent to the interview you had with us on 16-05-2023, we are pleased to inform you that you have been appointed as "CUSTOMER SUPPORT EXECUTIVE".

We would request you to report on 01-06-2023, 9.30 am at the following address, 3RD FLOOR, NEW NO. 97 AND 95 OLD NO. 58 AND 58A, CANBERRA HOUSE, PANTHEON ROAD, EGMORE, CHENNAI-600 088."

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered/changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be Three months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India (if any).

During probation, the period of notice required for resignation is One month on either side. After probation, the period of notice required for resignation is Three months on either side.

As an employee of CHOSEN, you will likely work on confidential and/or proprietary information related to CHOSEN's operations, products, services, and clients. To protect the interests of both CHOSEN and its clients, all employees are required to read and sign an Employment Agreement before beginning employment.

You will abide by the rules and regulations of the Organization as may be in force from time to time and if any violation is made would be subjected to disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy/service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Any disputes arising out of this letter shall be governed by and construed under the laws of India

This offer is valid till 04-07-2023. If you do not confirm the acceptance, CHOSEN has the right to withdraw the offer.

Drug License No.: TN-02-20-00080, TN-02-23-00080, TN-02-288-00251, TN-02-218-00251

IEC AADFC7502P, GSTN: 33AADFC7902P1Z2, PAN: AADFC7902P, TAN: CIEC139750

FSSAI License No.: 10019042005946, 12415002005091 Tel: +91-9384000411, 044-43538797

Address: Canberra House-3rd floor, New No 97 & 95, Old No.58 and 53A, Pantheon Road, Egmore, Chennai-600 088

Branch: 4TH Floor, Old No 95/2A Now No.44/23, Krishna Sree Enclave, 1st Main Road Gandhi Nagar, Egmore

Chennai, Tamil Nadu, 500020

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



We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification/submission:

- Originals and photocopies of educational certificates and mark sheets.
- Relieving letter & experience certificate from the previous employer[s].
- Salary certificate from the previous employer.
- COVID vaccination certificate
- Originals & photocopies of your PAN card, Aadhar Card, and Bank Passbook. Three passport size photographs signed backwards.

Your signature at the end of this letter confirms the conditions of your employment.

Kindly sign and return the duplicate copy of this letter and Annexure as your Acceptance to us.

Wish you all the best

Yours Sincerely,

FOR CHOSEN

Raghavende M

Authorized Signature

Sishila Mariyam. Z

Acceptance Signature

*B. Kalpana*  
**PRINCIPAL**

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

Drug License No.: TN-02-20-00080, TN-02-21-00080, TN-02-208-00251, TN-02-218-00251

IECA AOPC7502F, GSTN: 33AADFC7902F122, PAN: AADFC7902F, TAN: CHEC139750

PSSAI License No.: 10019042005946, 12415002005091 Tel: +91-9384000411, 044-43558797

Address: Canberra House-3rd floor, New No 97 & 95, Old No.53 and 53A Pantheon Road, Egmore, Chennai-600 008.

Branch: 4TH Floor, Old No 95/24 New No 44/23, Krishna Sree Endave, 1st Main Road Gandhi Nagar, Adyar,

Chennai, Tamil Nadu, 500020



Extramarks Education India Private Limited

9<sup>th</sup> Floor, Urmia Business Park, A 95B,  
Sector 135, Noida, Gautam Budh Nagar,  
Uttar Pradesh, 201304

Date: 24<sup>th</sup> August, 2023

Dear Suji N,

Subject : Offer letter of employment as **Business Development Executive**.

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company (CTC) will be **Rs. 420,000** (Rupees Four Lakh Twenty Thousand Only) Per Annum and other terms of service shall be as per the discussion you had with us. The compensation details are as follows -

Components	Per Annum	Per Month
Basic Salary	210,000	17,500
HRA	105,000	8,750
Special Allowances	65,904	5,492
Employer's Contribution to EPF	21,600	1,800
Statutory Bonus	17,496	1,458
Total CTC Per Annum	420,000	35,000

We would expect you to join as early as possible but not later than **03-Oct-2023** at the office located at **Bangalore, Karnataka** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

Your services are transferable, with reasonable notice, to any location in India or overseas where the company conducts its businesses, or to any subsidiary, associate or group company whether now existing or yet to be formed. Such transfer / deputation will be according to the rules of the company in force at that time.

During the term of your employment, should you desire to leave the services of the Company, you will have to give to the Company **one month**\* notice or salary in lieu thereof. Similarly, the Company shall be entitled to terminate your employment at any time by giving you **one month**\* notice or salary in lieu thereof. However, the Company may terminate your employment with immediate effect by a notice in writing (without payment of salary) in the event of your misconduct, negligence, fraud, breach of terms of employment or Company policy, criminal conviction and prolonged unauthorized absence.

*B. Kelpane*  
**PRINCIPAL**

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



Extramarks Education India Private Limited  
9<sup>th</sup> Floor, Dharma Business Park, A-95B,  
Sector 136, Noida, Gautam Buddha Nagar,  
Uttar Pradesh 201304

You agree, acknowledge, and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before 03-Oct-2023.

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



Dated: 29<sup>th</sup> November 2023

**OFFER & APPOINTMENT LETTER**

To,  
Mr. Sujith

Dear Sujith,

We are glad to inform you that, upon acceptance offer, you will be of this appointed as **Video Designer** at Social Beat, Chennai as per terms and conditions discussed and agreed upon as under:

1. You are expected to join Social Beat on or before 10<sup>th</sup> December 2023, and your appointment will be effective from the date of your joining.
2. Your monthly salary and annual salary details are included as an annexure 1 to this letter. Your annual CTC will be ₹346,600.00 (Rupees Three Lakh Forty Six Thousand Six Hundred only) which includes an annual bonus of ₹25,000.00 (Rupees Seventy Two Thousand only) payable at the completion of a year.
3. **Induction:** You will undergo a 2-3 day induction/training in Chennai to familiarize you with the various services/solutions of Social Beat.
4. Your future increments or promotion or any other salary increase shall be based on merit/grades considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
5. You will be on probation for a period of three months during which the leave policy will not be applicable. After successful completion of your probation, your services as a permanent Team Member will be confirmed in writing.
6. You may end your employment by giving Two months' notice (for confirmed Team Members) Or 30 days of notice (for Team Members on probation), or the Social Beat may terminate your employment by giving you 15 days' notice, in lieu thereof. Team Members on probation can have their service terminated by the Social Beat without any prior notice.
  1. During notice period time, you will ensure that all the assigned work has been completed / handed over to the satisfaction of the Social Beat before you are relieved. The decision on the date on which you will be relieved rests solely with Social Beat. In case you terminate

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

STRICTLY PRIVATE & CONFIDENTIAL  
PREPARED FOR: Sujithra B

**CBRE**

19th Floor, DLF Square  
M Block, Jeevasntha Marg,  
DLF City Phase II, Gurgaon - 122002.  
T: 91 124 465 9700  
F: 91 124 465 9500

CIN - U74140DL1999PTC100244  
recd.sbjh@cbre.co.in

Date:-16-NOV-23

www.cbre.co.in

### EMPLOYMENT TERMS AND CONDITIONS

We welcome you to CBRE South Asia Pvt. Ltd. The terms and conditions of your appointment are as follows:

<b>EMPLOYER EMPLOYEE:</b>	CBRE South Asia Pvt. Ltd. (hereafter "The Company") Sujithra B No.41A,Kurinji Nagar, Irumbullyur,East Tambaram, Chennai- 600059
<b>COMMENCEMENT OF EMPLOYMENT:</b>	Your employment will commence on <b>17-NOV-23</b> Your employment is contingent on the results of a background check which may include reference checks, medical checkup and verification of education and work history. If the results of your background check reveal information that is inconsistent with our standards, this offer may be rescinded or your employment with the Company may be subject to immediate termination, at the discretion of the Company.
<b>PROBATION:</b>	Your employment will be subject to a probation period of six months from your date of joining. Your employment will stand confirmed after the period of probation is over unless until CBRE South Asia Pvt. Ltd, extends the period of probation and informs the same to you in writing.
<b>JOB TITLE:</b>	You will be employed as <b>TRAINEE</b> in <b>Assets Services PM</b> based at <b>DLF, Chennai</b>
<b>CTC:</b>	Your CTC (Cost to Company) will be Rs. <b>38,000/-</b> per month ( <i>break-up details mentioned in Annexure I</i> ) which is inclusive of all benefits, perquisites & statutory contributions by the Company under PF Act, payable in arrears on the last day of the month. Your CTC will normally be reviewed annually by the Company. In conducting such review, the Company will take into account both market factors and your job performance and may, at its sole discretion, make any necessary adjustments to your emoluments. You will be notified in writing of any changes to your emoluments.



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

**STRICTLY PRIVATE & CONFIDENTIAL**  
**PREPARED FOR: Sujithra B**

**CBRE**

The terms and conditions in this Agreement shall be constructed and interpreted in accordance with the Laws of India and the parties shall submit to the non-exclusive jurisdiction of Indian Courts located in Delhi in the event of any dispute arising out of and/or in connection with your employment.

For and on behalf of the Company



**Jayamallini Ramaratnam**  
**Head - Human Resources**  
Date: 17-NOV -23

Please advise any CHANGE OF ADDRESS to the Human Resources Department.

I have read and understood the above terms and conditions and hereby accept them.

By joining CBRE, I hereby declare that there is nothing material (information) about me which has been concealed by me which may debar /disallow me to undertake my continuous service with CBRE South Asia Pvt.Ltd at Chennai for the next 12 months. If any concealment or misrepresentation of material facts by me comes to light after joining, the Company has every right to take suitable action against me. The decision of the Company's management shall be final and binding in this regard and I will abide by the same.

Signature of the Employee

.....*Sujithra B*.....

Name: **Sujithra B**

Date: .....*17.11.23*.....

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



Dear Sunil Kumar G,

10-July-2023

**Subject: Appointment as "Product Specialist"**

We Would be really thrilled to have you on board.

SMARTAIL PVT LTD is an Indian start up mainly focused on bringing about digital transformation in the field of Education using Artificial Intelligence and Data Science. This is an aggressive goal which we aim to achieve by hiring talented, future-focused humans.

SMARTAIL PRIVATE LIMITED is subject to the employment laws of India.

Further to your recent interview and your acceptance of the offer, we are delighted to confirm our employment offer with SMARTAIL Pvt Ltd to you.

This offer is subject to a

- (i) satisfactory reference check of all qualifications and the accuracy of the employment history provided by you; and
- (ii) the acceptance of the terms and conditions of your assignment as set forth below and the attachments that are incorporated by reference ("Agreement"); and
- (iii) you're obtaining the necessary work or employment passes or permits from the relevant authorities in India to work in India, if applicable.

**Role details**

**Position: Product Specialist**

**Location: Chennai, India**

**Supervisor: Arun Kumar, Delivery Head**

**Date of Joining: July 15, 2023**

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI 60

## Annual Compensation

### Gross Annual salary

Your annual gross salary including benefits, allowances and perquisites and grossed up value of FSA, if any, payable by the company on any item of your remuneration and/or perquisite is **Rs.2,40,000/- (Rupees Two lakhs fourty thousand only.)** A typical break up is provided as an illustration in the Annexure A to this letter. This supersedes any other communication made to you previously on compensation.

### Compensation Review

Your compensation will be reviewed annually based on your job performance, business performance, as well as market pay trend. As a special case, your compensation will be reviewed nine 12 months after the start of employment.

### Other Details

#### Probation

Initial probation period is **Six months**. Successful completion of probation period is dependent on satisfactory performance as assessed by your Reporting Manager. On the expiry of the probation period unless your probation is extended or services are terminated in writing, you shall be automatically deemed to be permanent.

#### Transferability

Your initial place of posting will be **Chennai, India**. However, your services are liable to be transferred from one location to another, anywhere globally. Even though the Company may depute you Overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Chennai only.

#### Contract Term and Notice

This employment may be terminated at any time:

I. if the performance of the employee is determined to be unsatisfactory, employment could be terminated immediately, before the completion of the probation period.

II. by giving **two months'** advance notice in writing or payment in lieu thereof to the other party after completion of Probation Period; and

III. if in the reasonable opinion of Company, you are guilty of serious misconduct, Company may terminate your employment summarily without notice. Serious misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of confidentiality agreements as agreed upon.

IV. In the event of termination due to misconduct or any other reason, the Company reserves the right to buyback vested stock at a price to be determined by the Company.

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



**STRICTLY PRIVATE & CONFIDENTIAL**

**ABFRL: HR: 2023**

**13 Feb 2023**

**EMPLOYMENT AGREEMENT**

**Suresh N**

**Emp No. 024053**

**Dear Suresh N**

**Welcome to Team ABFRL!!**

We are pleased to appoint you as 'Trainee Assistant Store Manager- Louis Philippe' with effect from 13 May 2023. The following terms and conditions will govern your appointment.

1. You will be based at Chennai and you will report to Area Retail Manager - Louis Philippe. You may however be liable for transfer to any of our Departments/Divisions/ Group Companies, in any location in India or overseas, at the discretion of the Company.
2. For details of your compensation & benefits, please refer Annexure1.
3. You will retire from the services of the company on attaining the age of 60 years.
4. You will be on probation for Six months from the date of your joining the Company. On completion of Six months, your services will be confirmed in writing. However, your probation may be extended subject to your performance as assessed by your Reporting Manager.
5. During your probation or such extended period, your services can be terminated with one- weeks' notice on either side or salary in lieu of ((Salary for this purpose would mean the Guaranteed Cash Amount) and will exclude other allowances).
6. After confirmation, should the Management wish to terminate your services, you will be given one month's notice or salary in lieu of this. ((Salary for this purpose would mean the Guaranteed Cash Amount) and will exclude other allowances). Similarly, if you wish to leave the service of the Company, you should give a written one month's notice or salary in lieu of this to the Company.
7. Upon completion of one year, based on your performance, you will be awarded an increment and thereafter you will be eligible for annual increment as per the Compensation Policy.
8. As part of the Terms and Benefits applicable to you, the Company will contribute 12% Basic towards PF every month. Since this is a contributory fund, you will be required to contribute 12% of your Salary towards Statutory PF every month. The company also contributes 4.81% of Basic towards a Gratuity Fund, the eligibility for which are as per the provisions of the Payment of Gratuity Act.

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKAT  
ARTS AND SCIENCE  
GOWRIVAKKAM, CHENNAI**

Telephone :+9180 67271600  
Website : www.abfri.com  
customerservice@abfriLadityabirla.com

**Registered Office:**  
701-704, 7th Floor, Skyline Icon Business  
Park,  
600092/ Off Andheri-Kurla Road, Marol  
Village,  
Andheri East, Mumbai, Maharashtra-400059,  
India.  
CIN-LJ8101MH2007PLC233901

**Divisional Office:**

**Aditya Birla Fashion and Retail Limited**  
(Formerly known as Pantaloon Fashion & Retail Limited)  
**MADURA FASHION & LIFESTYLE**  
Kh No. 118/110/1, Building 2,  
Divyasree Technopolis, Yemalur Post,  
Off HAL Airport Road, Bengaluru-560037

ADITYA BIRLA



15. At the time of your separation from the Company, you will ensure that the assets and documents and intellectual properties of the Company in your custody and / or under your charge, including any Power of Attorney (s) issued by the Company in your favour, are returned intact to the Company and you will vacate the Company accommodation, if any provided to you.
16. Management reserves its right to alter, add and modify any of the above terms and conditions without assigning any reasons.
17. Therefore, you shall not, at any time during the terms of your service with the company or within five years after the cessation of your service, make available or accessible such knowledge to any other party directly or indirectly.
18. Your employment and its continuance with the company is subject to your being found medically (physically and mentally) fit.

This Appointment is offered to you on the basis of the representations and statements made by you in your application for employment. If any of these representations or statements is found to be untrue or false, the Company will have the liberty to terminate your services forthwith, without assigning any reason thereof and in such cases you will have no claim whatsoever on the company.

This letter is being given to you in duplicate. Please return the duplicate copy duly signed by you as a token of your acceptance.

We look forward to a long and mutually beneficial association.

Yours sincerely,

For Aditya Birla Fashion & Retail Limited

  
Gurucharan Singh Gandhi  
Senior Vice President-HR  
Madura Fashion and Lifestyle.

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

**Divisional Office:**

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Kh No. 118/110/1, Building 2,  
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Telephone : +91 80 67271600  
Website : www.abfri.com  
customerservice@abfriLadityabirla.com

**Registered Office:**

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Park,  
86-92, Off Andheri-Kurla Road, Marol  
Village,  
Andheri East, Mumbai, Maharashtra-400059,  
India.  
CIN-LI8101MH2007PLC233901



**ANNEXURE-1-COMPENSATION AND BENEFITS**

Particulars		Monthly	Annual
<b>Salary</b>			
	Basic Salary	15000	180000
<b>Allowance</b>			
	Supplementary Allowance	5082	60984
	House Rent Allowance	6000	72000
	Conveyance Allowance	1600	19200
	Medical Allowance	834	10008
	Statutory Bonus	584	7008
<b>Gross Salary</b>		<b>29100</b>	<b>349200</b>
<b>Retirement Benefits/ ESIC Benefits</b>			
	Provident fund (12% of basic)	1800	21600
	Gratuity (4.81% on basic)	722	8664
	ESIC contribution (3.25% on Gross)	0	0
<b>Fixed Compensation</b>		<b>31622</b>	<b>379464</b>
	Sales Incentive*		45540
<b>Cost to Company</b>			<b>425004</b>
	Deferred Compensation**		50000
<b>Target CTC (For 1<sup>st</sup> Year)</b>			<b>475004</b>
<b>One Time Confirmation Bonus*</b>			<b>50000</b>

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

**Gurucharan Singh Gandhi**  
 Senior Vice President- HR  
 Madura Fashion and Lifestyle.

Employee Signature: *Suresh*

**Divisional Office:**

**Aditya Birla Fashion and Retail Limited**  
 (Formerly known as Pantaloon Fashion & Retail Limited)  
**MADURA FASHION & LIFESTYLE**  
 Kh No. 118/110/1, Building 2,  
 Divyasree Technopolis, Yermalur Post,  
 Off HAL Airport Road, Bengaluru-560037

Telephone : +9180 67271600  
 Website : www.abfri.com  
 customerservice@abfri.adityabirla.com

**Registered Office:**

701-704, 7th Floor, Skyline Icon Business  
 Park,  
 86-92, Off Andheri-Kurla Road, Marol  
 Village,  
 Andheri East, Mumbai, Maharashtra-400059,  
 India  
 CIN-LI8101MH2007PLC233901

ADITYA BIRLA



15. At the time of your separation from the Company, you will ensure that the assets and documents and intellectual properties of the Company in your custody and / or under your charge, including any Power of Attorney (s) issued by the Company in your favour, are returned intact to the Company and you will vacate the Company accommodation, if any provided to you.
16. Management reserves its right to alter, add and modify any of the above terms and conditions without assigning any reasons.
17. Therefore, you shall not, at any time during the terms of your service with the company or within five years after the cessation of your service, make available or accessible such knowledge to any other party directly or indirectly.
18. Your employment and its continuance with the company is subject to your being found medically (physically and mentally) fit.

This Appointment is offered to you on the basis of the representations and statements made by you in your application for employment. If any of these representations or statements is found to be untrue or false, the Company will have the liberty to terminate your services forthwith, without assigning any reason thereof and in such cases you will have no claim whatsoever on the company.

This letter is being given to you in duplicate. Please return the duplicate copy duly signed by you as a token of your acceptance.

We look forward to a long and mutually beneficial association.

Yours sincerely,

For Aditya Birla Fashion & Retail Limited

Gurucharan Singh Gandhi  
Senior Vice President-HR  
Madura Fashion and Lifestyle.

*B.ical para*  
PRINCIPAL

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

**Divisional Office:**

**Aditya Birla Fashion and Retail Limited**  
(Formerly known as Pantaloon Fashion & Retail Limited)  
**MADURA FASHION & LIFESTYLE**  
Kh No. 118/110/1, Building 2,  
Divyasree Technopolis, Yemalur Post,  
Off HAL Airport Road, Bengaluru-560037

Telephone : +91 80 67271600  
Website : [www.abfri.com](http://www.abfri.com)  
[customerservice@abiriladityabirla.com](mailto:customerservice@abiriladityabirla.com)

**Registered Office:**

701-704, 7th Floor, Skyline Icon Business  
Park,  
86-92, Off Andheri-Kurla Road, Marol  
Village,  
Andheri East, Mumbai, Maharashtra-400059,  
India.  
CIN-L18101MH2007PLC233901



Date: 24-11-2023

**Subject: Offer of Employment**

Dear Surya B,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
HDFC Life Insurance Company Limited

A handwritten signature in black ink, appearing to read "Sushil".

Sushil Chander  
Vice President – Human Resources

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

Annexure 1

Date: 24-11-2023  
 Name: Surya B  
 Designation: Executive Trainee  
 Band: J2

CTC STRUCTURE		
Components	Per Annum	Per Month
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

*B. Kalpana*

**PRINCIPAL**

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

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Mediclaim: INR2,00,000 for self and dependents



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No. 18, Banaswadi Main Road, Maruthiseva Nagar  
Bangalore 560005

optum.com

16<sup>th</sup> June 2023

Suvedha Thangaraj,  
No: 216, M.G.R Street, Anandhapuram,  
Chennai, Tamil Nadu - 600044.

Dear Suvedha Thangaraj,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with **Optum Health & Technology (India) Private Limited** ("the Company") in the position of **Process Associate** at the Company's office located at **Chennai**, on the terms and conditions set out hereinafter:

#### EMPLOYMENT

Your effective date of joining shall be no later than **June 21<sup>st</sup>, 2023**. Your employment with the Company shall be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date. You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

Any reference to the Company's policies in this offer letter means OHT-Epi Source policies.

#### PROBATION

You shall serve a minimum probation period as follows from the date of your joining the Company ("Probation") following which your employment with the Company shall be confirmed.

- 4-6 months for Trainees & Medical Coders
- 6 months for Executive coder to Team-coach/QA and support functions
- 6-9 months for TL to AM

The Company reserves the right to extend the Probation period for an additional 90 days in the event of your performance being dissatisfactory. You shall be deemed to continue on Probation until you are confirmed and your confirmation has been communicated to you.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies whereof shall be made available to you upon request, but which otherwise are available on the Company's website or HRMS portal.

During the period of Probation, either the Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, One Month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of Appendix 3 to this letter of appointment.

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthiseva Nagar Bangalore 560005

CIN: U74910KA2005PTC006515, Phone +91 80 4267300 Email: [incontact@optum.com](mailto:incontact@optum.com), Website: [www.optum.com](http://www.optum.com)

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



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthiseva Nagar  
Bangalore 560005

optum.com

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of **Optum Health and Technology (India) Private Limited**. We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to **Optum Health and Technology (India) Private Limited**. On your first day of employment, please report to our office located at **Chennai** at 8.30 AM along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

**Suvedha Thangaraj**, we thank you for considering **Optum Health and Technology (India) Private Limited** as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do **your life's best work.**

For **Optum Health and Technology (India) Private Limited**

**Amber Alam - Director**

I accept this letter of appointment on the terms and conditions as described herein.

**ACKNOWLEDGEMENT:**

B. Kalpane  
Principal  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GORIVARKAM, CHENNAI-600 077

Date: 19/06/2023

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthiseva Nagar Bangalore 560005

CIN: U74910KA2005PTC036515, Phone +91 80 4257300 Email: [incontact@optum.com](mailto:incontact@optum.com), Website: [www.optum.com](http://www.optum.com)

## ANNEXURE

<b>Name</b> : Suvedha Thengara]		
<b>Designation</b> : Process Associate		
SALARY COMPONENTS	ANNUALLY (₹)	MONTHLY (₹)
Basic	1,02,001	8,501
HRA	75,000	6,250
Statutory Bonus	7,000	583
Provident Fund	21,600	1,800
Gratuity	4,907	409
Mediclaim Insurance	7,044	587
Other Allowances	82,448	6,871
<b>CTC</b>	<b>3,00,000</b>	<b>25,000</b>

The Gratuity accrued is payable to the employee as per the provisions of the Payment of Gratuity Act. The structure is subject to tax deduction as applicable at source and applicable statutory rules.

CTC is a confidential information. Disclosure of your CTC will be considered as violation of code of conduct.

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



Ajuba

ASSISTANCE WITH THE COMPANY

## MiraMed Ajuba Solutions Pvt Ltd

(Formerly Ajuba Solutions (India) Pvt Ltd)

Registered office | 12-02 Tidel Park | 4 Canal Bank Road | Chennai 500113 | India

GSTIN 133AACCA844801ZX

phone

+91 4461885100

OL/AJP-2022/5843

06/12/2022

Swaathi R

#3/177, Mahatma Gandhi Street,

Karapakkam,

Chennai 600097

### OFFER LETTER

Dear Swaathi,

Welcome to MiraMed Ajuba!

We are delighted to offer you the position as "Trainee - Account Executive". Your total compensation (CTC) will be Rs. 330000/- per annum

**Offer Validity:** You are required to join duty on or before **14 May 2023** failing which the employment offer stands cancelled. Your appointment is subject to background verification and successful completion of the Induction Training Program in accordance with the Company's Standards.

**Probation:** You would be on probation for a period of 5 months from the date of your joining duty. Your confirmation will be based on meeting the minimum performance standards set for your process.

**Benefits:** You will be eligible for the following benefits as per the company HR policies.

1. 24 days annual leave benefit which shall include Privilege leave, Casual leave and Sick leave
2. Performance Incentive / Bonus will be paid based on your performance and competence
3. Mediclaim Insurance coverage for Rs. 2,00,000/- per annum Coverage for dependent family members will be given on successful completion of first annual appraisal
4. Personal Accident Insurance for Rs. 5,00,000/-
5. Life Insurance coverage for Rs 6,02,000/-
6. Free transport and food facility is extended to all employees
7. You will be eligible to participate in various Organization Development initiatives and Performance Awards organized by the company
8. You will be eligible for Provident Fund and Gratuity as per the statutory requirements.

For MiraMed Ajuba Solutions Pvt Ltd

Surya D  
Head-HR

Accepted and Signed

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWAR  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600097

Private and Confidential



ISO 9001:2015



ISO 27001:2013

CIN NO: U72200TN2000PTC051661

www.miramedajuba.com

# **IFB**

Dec 20<sup>th</sup> 2023

## **Letter of Offer**

Dear SWARNA S R,

*Congratulations!*

We are delighted to offer you the position of "Jr. Sales Executive" in our organization subject to the following:

1. The date of joining and reporting to work will be on or before of Dec 22<sup>nd</sup>, 2023. You will be based in Bangalore and shall report to **Bangalore office HR Manager**.
2. Your total annual Cost to Company including Salary and Provident Fund will be as follows:
  - Fixed Annual Salary (comprising of Basic Salary, HRA, Medical Allowance, Special Allowance and Provident Fund): **Rs. 5,00,000/-**
  - Variable Pay: **Rs 2,40,000/-** per annum on meeting 100% of targets. Targets are reasonable and will be shared on joining.
  - Total Annual Remuneration: **Rs. 7,40,000/-** subject to the above.
3. A detailed appointment letter will be offered on the date of joining. Please bring original documents to verify along a copy of the following
  - Educational Documents/ Certificates
  - Address Proof – Permanent
  - Address Proof – Present
  - 2 photo id proofs
  - Previous Employment Records
  - Copy of PAN
  - Three passport size photographs.

Wishing you a long and progressive association with IFB.

Yours truly,

For IFB Industries Limited



Bikram Nag

Joint Executive Chairman & Manager Director

*B. Kalpana*  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHEMMANUR 573



# Smartail

Dear Swarnala Rishi Kumar,

10-July-2023

**Subject: Appointment as "Product Specialist"**

We Would be really thrilled to have you on board.

SMARTAIL PVT LTD is an Indian start up mainly focused on bringing about digital transformation in the field of Education using Artificial Intelligence and Data Science. This is an aggressive goal which we aim to achieve by hiring talented, future-focused humans.

SMARTAIL PRIVATE LIMITED is subject to the employment laws of India.

Further to your recent interview and your acceptance of the offer, we are delighted to confirm our employment offer with SMARTAIL Pvt Ltd to you.

This offer is subject to a

- (i) satisfactory reference check of all qualifications and the accuracy of the employment history provided by you; and
- (ii) the acceptance of the terms and conditions of your assignment as set forth below and the attachments that are incorporated by reference ("Agreement"); and
- (iii) you're obtaining the necessary work or employment passes or permits from the relevant authorities in India to work in India, if applicable.

## Role details

**Position: Product Specialist**

**Location: Chennai, India**

**Supervisor: Arun Kumar, Delivery Head**

**Date of Joining: July 15, 2023**

*B. Kalpana*  
PRINCIPAL

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

## Annual Compensation

### Gross Annual salary

Your annual gross salary including benefits, allowances and perquisites and grossed up value of FSA, if any, payable by the company on any item of your remuneration and/or perquisite is **Rs.2,40,000/- (Rupees Two lakhs forty thousand only.)** A typical break up is provided as an Illustration in the Annexure A to this letter. This supersedes any other communication made to you previously on compensation.

### Compensation Review

Your compensation will be reviewed annually based on your job performance, business performance, as well as market pay trend. As a special case, your compensation will be reviewed nine 12 months after the start of employment.

### Other Details

#### Probation

Initial probation period is **Six months**. Successful completion of probation period is dependent on satisfactory performance as assessed by your Reporting Manager. On the expiry of the probation period unless your probation is extended or services are terminated in writing, you shall be automatically deemed to be permanent.

#### Transferability

Your initial place of posting will be **Chennai, India**. However, your services are liable to be transferred from one location to another, anywhere globally. Even though the Company may depute you Overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Chennai only.

#### Contract Term and Notice

This employment may be terminated at any time:

- I. if the performance of the employee is determined to be unsatisfactory, employment could be terminated immediately, before the completion of the probation period.
- II. by giving **two months'** advance notice in writing or payment in lieu thereof to the other party after completion of Probation Period; and
- III. if in the reasonable opinion of Company, you are guilty of serious misconduct, Company may terminate your employment summarily without notice. Serious misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of confidentiality agreements as agreed upon.
- IV. In the event of termination due to misconduct or any other reason, the Company reserves the right to buyback vested stock at a price to be determined by the Company.

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

STRICTLY PRIVATE & CONFIDENTIAL  
PREPARED FOR: Swarnalakshmi L

**CBRE**

19<sup>th</sup> Floor, DLF Square  
MBS&L, Phoenix Merg.  
DLF City Phase II, Gurgaon - 122002  
T: 91 124 465 9700  
F: 91 124 465 9900

CIN - U71400DL1999PTC160314  
www.dlf.com

Date: 16-NOV-23

www.cbre.co.in

**EMPLOYMENT TERMS AND CONDITIONS**

We welcome you to CBRE South Asia Pvt. Ltd. The terms and conditions of your appointment are as follows:

<b>EMPLOYER EMPLOYEE:</b>	CBRE South Asia Pvt. Ltd. (hereafter "The Company") Swarnalakshmi L No.46,F4,Cornerstone Sapphire, Rajskilpakkam, Chennai- 600073
<b>COMMENCEMENT OF EMPLOYMENT:</b>	Your employment will commence on 17-NOV-23 Your employment is contingent on the results of a background check which may include reference checks, medical checkup and verification of education and work history. If the results of your background check reveal information that is inconsistent with our standards, this offer may be rescinded or your employment with the Company may be subject to immediate termination, at the discretion of the Company.
<b>PROBATION:</b>	Your employment will be subject to a probation period of six months from your date of joining. Your employment will stand confirmed after the period of probation is over unless until CBRE South Asia Pvt. Ltd. extends the period of probation and informs the same to you in writing.
<b>JOB TITLE:</b>	You will be employed as <b>TRAINEE</b> in Assets Services PM based at DLF, Chennai
<b>CTC:</b>	Your CTC (Cost to Company) will be Rs. 38,000/- per month ( <i>break-up details mentioned in Annexure 1</i> ) which is inclusive of all benefits, perquisites & statutory contributions by the Company under PF Act, payable in arrears on the last day of the month. Your CTC will normally be reviewed annually by the Company. In conducting such review, the Company will take into account both market factors and your job performance and may, at its sole discretion, make any necessary adjustments to your emoluments. You will be notified in writing of any changes to your emoluments.



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

**STRICTLY PRIVATE & CONFIDENTIAL**  
**PREPARED FOR: Swarnalakshmi L**

**CBRE**

The terms and conditions in this Agreement shall be construed and interpreted in accordance with the Laws of India and the parties shall submit to the non-exclusive jurisdiction of Indian Courts located in Delhi in the event of any dispute arising out of and/or in connection with your employment.

For and on behalf of the Company



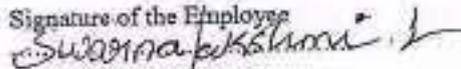
**Jayamalini Ramaratnam**  
**Head - Human Resources**  
Date: 17-NOV -23

Please advise any CHANGE OF ADDRESS to the Human Resources Department.

I have read and understood the above terms and conditions and hereby accept them.

By joining CBRE, I hereby declare that there is nothing material (information) about me which has been concealed by me which may debar /disallow me to undertake my continuous service with CBRE South Asia Pvt Ltd at Chennai for the next 12 months. If any concealment or misrepresentation of material facts by me comes to light after joining, the Company has every right to take suitable action against me. The decision of the Company's management shall be final and binding in this regard and I will abide by the same.

Signature of the Employee



Name: Swarnalakshmi L

Date: 17/11/23

*B. Kalpana*  
**PRINCIPAL**

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

**STRICTLY PRIVATE & CONFIDENTIAL**  
**PREPARED FOR: Swathi E**

**CBRE**

19th Floor, DLF Square  
M Block, Jacaranda Marg,  
DLF City Phase II, Gurgaon - 122002.  
T: 91 124 465 9700  
F: 91 124 465 9660

CIN - U74140DL1999PTC100244  
[se@dellhi@cbre.co.in](mailto:se@dellhi@cbre.co.in)

Date:-16-NOV-23

[www.cbre.co.in](http://www.cbre.co.in)

**EMPLOYMENT TERMS AND CONDITIONS**

We welcome you to CBRE South Asia Pvt. Ltd. The terms and conditions of your appointment are as follows:

**EMPLOYER**  
**EMPLOYEE:**

CBRE South Asia Pvt. Ltd. (hereafter "The Company")  
Swathi E  
No. 5, Sriram Nagar South,  
4th Street, West Tambaram,  
Chennai- 600045

**COMMENCEMENT OF**  
**EMPLOYMENT:**

Your employment will commence on **17-NOV-23**  
Your employment is contingent on the results of a background check which may include reference checks, medical checkup and verification of education and work history. If the results of your background check reveal information that is inconsistent with our standards, this offer may be rescinded or your employment with the Company may be subject to immediate termination, at the discretion of the Company.

**PROBATION:**

Your employment will be subject to a probation period of six months from your date of joining. Your employment will stand confirmed after the period of probation is over unless until CBRE South Asia Pvt. Ltd. extends the period of probation and informs the same to you in writing.

**JOB TITLE:**

You will be employed as **TRAINEE in Assets Services PM** based at **DLF, Chennai**

**CTC:**

Your CTC (Cost to Company) will be Rs. **38,000/-** per month (*break-up details mentioned in Annexure I*) which is inclusive of all benefits, perquisites & statutory contributions by the Company under PF Act, payable in arrears on the last day of the month. Your CTC will normally be reviewed annually by the Company. In conducting such review, the Company will take into account both market factors and your job performance and may, at its sole discretion, make any necessary adjustments to your emoluments. You will be notified in writing of any changes to your emoluments.



**B. Kalpana**  
**PRINCIPAL**

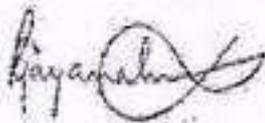
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIVAKKAM, CHENNAI-600 073.**

**STRICTLY PRIVATE & CONFIDENTIAL**  
**PREPARED FOR: Swathi E**

**CBRE**

The terms and conditions in this Agreement shall be constructed and interpreted in accordance with the Laws of India and the parties shall submit to the non-exclusive jurisdiction of Indian Courts located in Delhi in the event of any dispute arising out of and/or in connection with your employment.

For and on behalf of the Company



**Jayamalini Ramaratnam**  
**Head – Human Resources**  
Date: 17-NOV -23

Please advise any CHANGE OF ADDRESS to the Human Resources Department.

I have read and understood the above terms and conditions and hereby accept them.

By joining CBRE, I hereby declare that there is nothing material (information) about me which has been concealed by me which may debar /disallow me to undertake my continuous service with CBRE South Asia Pvt Ltd at Chennai for the next 12 months. If any concealment or misrepresentation of material facts by me comes to light after joining, the Company has every right to take suitable action against me. The decision of the Company's management shall be final and binding in this regard and I will abide by the same.

Signature of the Employee

.....*Swathi E*.....

Name: Swathi E

Date: .....*17/11/23*.....

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



CGI Information Systems and Management Consultants Pvt. Ltd.  
Regd. Office: e.city, Tower 2, No. 95/1 & 95/2,  
Electronic City, Phase I (West)  
Bangalore - 560 100, India  
Tel: +91-80-6642 2222 | Fax: +91-80-6642 1200  
cgi.com

CIN: U72200KA199CPTC019138

Personal and Confidential  
17-Aug-23

Ms. Swathi S,  
23, Ganesh Nagar II Main Road,  
Camproad, Selalyur,  
Chennai 600073

Dear Swathi,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Business Analyst** and your Gross Compensation is **INR 541,004/-**.

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to [cgirecruitmentindia@cgi.com](mailto:cgirecruitmentindia@cgi.com)
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 080-4194 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join.
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing.
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company.
- You will be eligible for a performance revision as per company policy

*B. Kalpana*  
**PRINCIPAL**

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

Experience the commitment

• **Base Compensation Components:**

Designation	: Associate Business Analyst	
Effective	: August 22, 2023	
<b>Pay Components</b>	<b>Pay Components</b>	<b>Pay Components</b>
Basic (Inclusive of D.A.)	41,500	498,000
Flexible Compensation Plan <sup>4</sup>	53	636
<b>Base Compensation</b>	<b>41,553</b>	<b>498,636</b>
Provident Fund Company Contribution	2,580	30,960
Gratuity Fund Contribution	1,034	12,408
<b>Gross Compensation</b>	<b>45,167</b>	<b>541,004</b>

In addition to the above you are eligible for:

- You will be eligible for **Billability Incentive** of INR 3500.00/-per month, starting from fourth month till 12 months from date of joining subject to you being deployed to billable project.
- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance
- CGI will contribute towards **Share Purchase Plan (SPP)** upto 3.0% of Base Compensation; matching your contribution. It puts into practice company's philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares
- **Target Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of Individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be amended from time to time

Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP.

**Notes:**

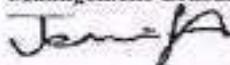
Flexible Compensation Plan<sup>4</sup>: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely

For CGI Information Systems and  
Management Consultants Pvt. Ltd.,



**Jennifer A Mecherippady**  
Senior Vice President

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

B. Swathi (22.08.2023)  
Signature & Date

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

31-May-2023

Dear SWATHI V,

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

Components	Components Rs. Per annum
Basic	87,000
Supplementary Allowance	112,000
Employer's Contribution to PF	22,600
Statutory Bonus	8,000
Gratuity	2,749
Flexible Compensation Pay	47,651
<b>Total Fixed Pay</b>	<b>280000.00</b>

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

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

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

*B. Kalra*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA

ARTS AND SCIENCE COLLEGE

Registered Office: ICICI Prudential Life Insurance Company Limited  
 ICICI Prudential Towers, 1089, Appaiah Marg, Prabhadevi, Mumbai - 400 025, India.  
 Tel.: 4039 1600, 6644 1600 - Fax: 2437 6638 - Visit us at: www.icicprulife.com  
 CIN : U66010MH2000PLC127837

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  
Senior Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.

*B. Kalpane*

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



Barclays Global Service Centre Private Limited  
DLF IT Park, Level 8, Building 9A and B  
Nandambakkam Post, Ramapuram,  
Mount Poonamallee Road, Manapakkam, Chennai  
Tamil Nadu  
600083  
India  
Phone: +91 2261752000

29 September 2022

E Swetha  
56, Thai Moogambigal Nagar,  
Guduvancherry  
Chennai  
603202

Dear E Swetha,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("**Employment Letter**").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sanjeev Mishra  
Director HR Operations - GSC India

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor (Part), Building G2, Gera Commercial Zone SEZ, Survey No. 65,  
Kharadi, Pune 411014  
CIN: U72200PN2007FTC 132479 Tel: +91 2087160007 Fax: +91 208716800 Website: [barclays.com](http://barclays.com)

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

Salary

Components	In INR Per Annum
Basic salary	180,000.00
House Rent Allowance	90,000.00
Flexible Benefit Plan (see further "Statutory and Other Benefits" below)	90,000.00
<b>Annual Salary</b>	<b>360,000.00</b>
<b>Statutory Bonus</b>	<b>24,802.00</b>
<b>Employer's ESI Contribution (Employee State Insurance)</b>	<b>0.00</b>
Provident Fund (Employer's Contribution)	21,600.00
Gratuity (per Company policy)	8,654.00
<b>Total Fixed Pay</b>	<b>415,056.00</b>
Target In-Year Discretionary Incentive Award	30,000.00
<b>Estimated Cost to Company (CTC)</b>	<b>445,056.00</b>

The target discretionary incentive award is for illustrative purposes only. Payment of any discretionary incentive award is at the absolute discretion of Barclays, and is also subject to the applicable plan rules from time to time in force. You may not receive any discretionary incentive award, or may receive an amount less than the target. Awards may be delivered in a form other than cash, and may be deferred. If you are eligible to receive a discretionary incentive award that is not annual (e.g. it is monthly or quarterly), then you are not eligible to be considered for an annual award.

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 28th (or the prior working day if the 28th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

Discretionary Incentive Award

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

Annual Leave

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

31-May-2023

Dear SWETHA N,

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

Components	Components Rs. Per annum
Basic	87,000
Supplementary Allowance	112,000
Employer's Contribution to PF	22,600
Statutory Bonus	8,000
Gratuity	2,749
Flexible Compensation Pay	47,651
<b>Total Fixed Pay</b>	<b>280,000.00</b>

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

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

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

*B. Kalpana*  
PRINCIPAL

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

Registered Office : ICICI Prudential Life Insurance Company Limited  
ICICI PruLife Towers, 2089, Appasaheb Marathe Marg, Prabhadevi, Mumbai - 400 025, India.  
Tel.: 4039 1600, 6644 1600 - Fax: 2437 6638 - Visit us at: [www.icicprulife.com](http://www.icicprulife.com)  
CIN : U66010MH2000PLC127837

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  
Senior Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.

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



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthiseva  
Nagar Bangalore 560005

optum.com

20-02-2023

Swetha Sridharan,  
No-23/45, Ganesh Nagar, Santhosapuram,  
Chennai, Tamil Nadu, 600073.

Dear Swetha Sridharan,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Health and Technology (India) Private Limited ("the Company") in the position of Junior Coder - MCC at the Company's office located at Chennai, on the terms and conditions set out hereinafter:

#### EMPLOYMENT

Your effective date of joining shall be no later than 20-02-2023. Your employment with the Company shall be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date. You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

Any reference to the Company's policies in this offer letter means OHT-Epi Source policies.

#### PROBATION

You shall serve a minimum probation period as follows from the date of your joining the Company ("Probation") following which your employment with the Company shall be confirmed:

- 4-6 months for Trainees & Medical Coders
- 6 months for Executive coder to Team coach/QA and support functions
- 6-9 months for TL to AM

The Company reserves the right to extend the Probation period for an additional 60 days in the event of your performance being dissatisfactory. You shall be deemed to continue on Probation until you are confirmed and your confirmation has been communicated to you.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies whereof shall be made available to you upon request, but which otherwise are available on the Company's website or HRMS portal.

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthiseva Nagar Bangalore-560005

CIN: U74910KA2006PTC036515, Phone +91 80 4257300 Email: [incontact@optum.com](mailto:incontact@optum.com) Website: [www.optum.com](http://www.optum.com)

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



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthiseva  
Nagar, Bangalore 560005

optum.com

and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of Optum Health and Technology (India) Private Limited. We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to Optum Health and Technology (India) Private Limited. On your first day of employment, please report to our office located at Prince Infocity 2 It Park (9th Floor) at Chennai along with the documents as mentioned in the Appendix 2. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Swetha Sridharan, we thank you for considering Optum Health and Technology (India) Private Limited as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do your life's best work.<sup>SM</sup>

For Optum Health and Technology (India) Private Limited

Manjula Palarisamy  
Vice President - Human Resources

I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

Date: 16/02/23

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road, Maruthiseva Nagar, Bangalore 560005

CIN: U74910KA2005PTC036515, Phone: +91 80 4257300 Email: [incontact@optum.com](mailto:incontact@optum.com), Website: [www.optum.com](http://www.optum.com)

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



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthiseva  
Nagar Bangalore 560005

optum.com

### Current Compensation Structure

Component	ANNUAL (INR)	MONTHLY (INR)
Basic	71,875	5,990
HRA	52,850	4,405
Statutory Bonus	7,000	583
Provident Fund	18,186	1,516
Gratuity	3,458	289
Mediclaim Insurance	7,044	584
ESIC	5,751	479
Other Allowances	45,234	3,770
CTC	2,11,397	17,616
Total CTC	2,11,397	

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthiseva Nagar Bangalore 560005

CIN: U74910KA2008PTC036515, Phone +91 80 4257300 Email: [hr@optum.com](mailto:hr@optum.com) Website: [www.optum.com](http://www.optum.com)

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
APTS AND SCIENCE COLLEGE  
Gowtham Nagar, LHEB, Bangalore

January 19 , 2023

Swetha Suryarajan

25, Bhavanadhiyar Nagar, Sembakkam  
Kancheepuram,  
Tamil Nadu- 600073 India

Dear Swetha ,

Sub: Offer Letter

Congratulations!

We are pleased to offer you the position of **Document Production Associate** for **Banking** unit at Williams Lea India Pvt. Ltd. You are required to join duty on or before **23 June 2023**, post which the offer stands void,

You will be reporting to the **Senior Client Manager**

The terms and conditions of your appointment are as follows -

**1. SALARY & JOB BAND**

Your annual remuneration would be **INR 5,09,628/- (Five Lakh Nine Thousand Six Hundred and twenty-eight only)**, details of the same have been specified in the annexure to this letter. Your Job Banding would be **D**. You will be governed at all times by the policies, procedures and rules of the company related to the salary, allowance, benefits and pre-requisites which are specified in the offer letter. Please note that if your DOJ is on or after 6<sup>th</sup> of a month, then the pro-rated salary for that month shall be paid along with subsequent month's salary E.g. if your DOJ is in between 6<sup>th</sup> January 2021 to 31<sup>st</sup> January 2021 (both dates inclusive), then your pro-rated salary for the month of January 2021 shall be paid along with your February 2021 salary. Further, the company may modify or change such allowances, benefits and pre-requisites from time to time in accordance with its policies. The entitlements will be governed by the job band an employee belongs to.

**2. INITIAL PLACE OF POSTING**

Your initial place of posting will be **Module 0308 "D" Block, Third Floor, Tidel Park, Taramani, Chennai-600113, Tamil Nadu, India.**

**3. JOB ASSIGNMENTS**

You may during the course of your employment be given any assignment arising out of the company's business that the company, in its subjective judgments, feels is suited to your background, qualifications or experience.

**4. TRANSFER**

The company, may in its business interest, transfer you to any of its offices in India or abroad on such terms and conditions as are applicable to such transfers as per company rules.

**5. SERVICE CONDITIONS**

During the period of your employment with the company, the service rules and regulations of the company and the amendments that may be brought into force from time to time and the rules governing business conduct, ethics and secrecy shall govern you.

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

be **One** month both from your side and the employer's side; and on confirmation of your employment the notice period will stand revised to **two** months.

**14. MINIMUM SERVICE PERIOD**

In case of leaving, the employee shall serve **two** months' notice period. The payment for notice period will be solely at the discretion of the Management. The salary payable shall be the Basic salary drawn at the time of resignation. In the event of misconduct or an act of serious breach by you, the company is entitled to terminate your employment with immediate effect without any prior notice.

The Company, at its sole discretion, may terminate services of employment after giving due notice, under any of the following conditions:

- When performance does not meet acceptable standards, as defined by the Business unit
- When client operations shut down completely and there is a possibility of business impact
- Any other Force majeure situations that may affect the company operations.

**15. EMPLOYMENT RELATIONSHIP**

Under this offer of employment, the company is engaging you as a full-time employee and you shall be assigned to work with any of the clients that we support worldwide. In engaging your services, employment relationship is between you and Williams Lea India Pvt Ltd. alone and not to the client that you are aligned to. You will also not be entitled to any benefits including and not limited to any bonus, allowance, severance payment, compensation, stock, options, etc., which are provided by the client to its permanent employees and/or claim permanency of employment with the client.

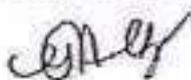
**16. SHIFTS**

You will be required to work in shifts as per company's needs.

**17. ACCEPTANCE**

If the terms and conditions of appointment enumerated in this letter of appointment, including its annexure are acceptable to you, please confirm your acceptance by signing on the duplicate copy of this letter and return it to the company. We welcome you to the organization and sincerely hope that your period of service will be long, pleasant and of mutual benefit.

For Williams Lea India Pvt. Ltd.



Anandaraj George  
Senior Manager - HR Operations

I agree to accept employment on the above-mentioned terms and conditions:

Signed: 

Name: SWETHA . S

Date: 19-06-23

B. Kalpana  
PRINCIPAL

PRINCE SHRI VENKATESHWARA

ARTS AND SCIENCE COLLEGE

CONFIDENTIAL



Dec 20<sup>th</sup> 2023

**Letter of Offer**

Dear SWETHA T,

*Congratulations!*

We are delighted to offer you the position of "Jr. Sales Executive" in our organization subject to the following:

1. The date of joining and reporting to work will be on or before of Dec 22<sup>nd</sup>, 2023 You will be based in Bangalore and shall report to Bangalore office HR Manager.
2. Your total annual Cost to Company including Salary and Provident Fund will be as follows:
  - Fixed Annual Salary (comprising of Basic Salary, HRA, Medical Allowance, Special Allowance and Provident Fund): **Rs. 5,00,000/-**
  - Variable Pay: **Rs 2,40,000/-** per annum on meeting 100% of targets. Targets are reasonable and will be shared on joining.
  - Total Annual Remuneration: **Rs. 7,40,000/-** subject to the above.
3. A detailed appointment letter will be offered on the date of joining. Please bring original documents to verify along a copy of the following
  - Educational Documents/ Certificates
  - Address Proof - Permanent
  - Address Proof - Present
  - 2 photo id proofs
  - Previous Employment Records
  - Copy of PAN
  - Three passport size photographs

Wishing you a long and progressive association with IFB.

Yours truly,

For IFB Industries Limited

Bikram Nag

Joint Executive Chairman & Manager Director

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



Barclays Global Service Centre Private Limited  
DLF IT Park, Level 8, Building 9A and B  
Nandambakkam Post, Ramapuram,  
Mount Poonamallee Road, Manapakkam, Chennai  
Tamil Nadu  
600089  
India  
Phone: +91 2261752000

29 September 2022

V Swetha  
23/6B, Nobel Street,  
New Perungalathur  
Chennai  
600063

Dear V Swetha,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("**Employment Letter**").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form, if you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sanjeev Mishra  
Director HR Operations - GSC India

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building Q2, Gere Commerzone SEZ, Survey No. 65,  
Kharadi, Pune 411014  
CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

*B. Kalpana*  
**PRINCIPAL**

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

**Salary**

Components	In INR Per Annum
Basic salary	180,000.00
House Rent Allowance	90,000.00
Flexible Benefit Plan (see further "Statutory and Other Benefits" below)	90,000.00
<b>Annual Salary</b>	<b>360,000.00</b>
<b>Statutory Bonus</b>	<b>24,802.00</b>
<b>Employer's ESI Contribution (Employee State Insurance)</b>	<b>0.00</b>
Provident Fund (Employer's Contribution)	21,600.00
Gratuity (per Company policy)	8,554.00
<b>Total Fixed Pay</b>	<b>415,056.00</b>
Target In-Year Discretionary Incentive Award	30,000.00
<b>Estimated Cost to Company (CTC)</b>	<b>445,056.00</b>

The target discretionary incentive award is for illustrative purposes only. Payment of any discretionary incentive award is at the absolute discretion of Barclays, and is also subject to the applicable plan rules from time to time in force. You may not receive any discretionary incentive award, or may receive an amount less than the target. Awards may be delivered in a form other than cash, and may be deferred. If you are eligible to receive a discretionary incentive award that is not annual (e.g. it is monthly or quarterly), then you are not eligible to be considered for an annual award.

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 28th (or the prior working day if the 28th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

**Discretionary Incentive Award**

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

**Statutory and Other Benefits**

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

**Annual Leave**

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

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



Dear Tamil Selvan E,

Greetings from Dvara Kshetriya Gramin Financial Services Private Ltd!!!

We are pleased to make you an offer of appointment as Business Support Executive at Tambaram for Dvara KGFS. You are requested to join the company on 24-07-2023.

You will be entitled to a Cost to Company of Rs. 1,45,200.00 (ONE LAKH FORTY FIVE THOUSAND TWO HUNDRED ONLY) comprising the following: - Basic, HRA, Allowances, LTA and retirement benefits, which include Provident Fund and Gratuity as per company policy.

We also have tax friendly component which you may choose for exempting from TDS. This includes Car Maintenance, Attire Allowance, Professional Pursuit Allowance and other such components. These components which you choose will be carved out of the special allowance above mentioned.

In addition to this you will also be eligible for

- i) Mobile & Data card connection as per company policy
- ii) Medical Insurance for self and Family
- iii) Group Personal Accident Insurance & life insurance for self

Please confirm your acceptance by replying this mail to the undersigned. Acceptance letter and all future correspondence should be addressed to Human Resource Department.

Your appointment in the company shall be subject to the verification of the document submitted. If in case the documents submitted are fictitious and poor reference feedback received, under such circumstances your offer shall get revoked without giving you any further reason.

You are requested to kindly submit the following documents before you join the company. The appointment is subject to reference check being done by us. You are also required to send self-attested copies of the documents, as mentioned below, along with the duly-signed offer letter.

#### Certificates / Documents

##### 1. Certificates:

- a. Tenth Standard Mark Sheet and Passing
- b. Twelve Standard Mark Sheet and Passing
- c. Graduation Mark Sheet and Passing
- d. Post Graduation (If any) Mark Sheet and Passing

##### 2. Experience / Relieving Letter

##### 3. Acknowledged Resignation Copy

##### 4. Last 3 months Pay Slip / Proof of Last drawn salary & last 3 months bank statement

##### 5. Photo Identification (2 Copies) (Example: PAN Card, Aadhar Card & Driving License)

We look forward having you on board!!!

Huma Tariq  
Chief Human Resources Officer

*B. Kalpana*  
**PRINCIPAL**

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



Barclays Global Service Centre Private Limited  
DLF IT Park, Level 8, Building 9A and B  
Nandambakkam Post, Ramapuram,  
Mount Poonamallee Road, Manapakkam, Chennai  
Tamil Nadu  
600089  
India  
Phone: +91 2261752000

29 September 2022  
D Tarun Kumar  
8, Rajaji nagar 2<sup>nd</sup> Street,  
Perumbakkam  
Chennai  
600081

Dear R Vignesh,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("**Employment Letter**").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sanjeev Mishra  
Director HR Operations - GSC India

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65,  
Kharadi, Pune 411014  
CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

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

## Salary

Components	In INR Per Annum
Basic salary	180,000.00
House Rent Allowance	90,000.00
Flexible Benefit Plan (see further "Statutory and Other Benefits" below)	90,000.00
<b>Annual Salary</b>	<b>360,000.00</b>
<b>Statutory Bonus</b>	<b>24,802.00</b>
<b>Employer's ESI Contribution (Employee State Insurance)</b>	<b>0.00</b>
Provident Fund (Employer's Contribution)	21,600.00
Gratuity (per Company policy)	8,554.00
<b>Total Fixed Pay</b>	<b>415,056.00</b>
Target In-Year Discretionary Incentive Award	30,000.00
<b>Estimated Cost to Company (CTC)</b>	<b>445,056.00</b>

The target discretionary incentive award is for illustrative purposes only. Payment of any discretionary incentive award is at the absolute discretion of Barclays, and is also subject to the applicable plan rules from time to time in force. You may not receive any discretionary incentive award, or may receive an amount less than the target. Awards may be delivered in a form other than cash, and may be deferred. If you are eligible to receive a discretionary incentive award that is not annual (e.g. it is monthly or quarterly), then you are not eligible to be considered for an annual award.

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 28th (or the prior working day if the 28th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

## Discretionary Incentive Award

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

## Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

## Annual Leave

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

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



Extramarks Education India Private Limited  
9<sup>th</sup> Floor, Urmia Business Park, A-55B,  
Sector 136, Mohali, Gurgaon, Haryana,  
Uttar Pradesh 201304

Date: 24<sup>th</sup> August, 2023

Dear Thangavel M,

Subject : Offer letter of employment as **Business Development Executive**.

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company (CTC) will be **Rs. 420,000 (Rupees Four Lakh Twenty Thousand Only) Per Annum** and other terms of service shall be as per the discussion you had with us. The compensation details are as follows:-

Components	Per Annum	Per Month
Basic Salary	210,000	17,500
HRA	105,000	8,750
Special Allowances	65,904	5,492
Employer's Contribution to EPF	21,600	1,800
Statutory Bonus	17,496	1,458
Total CTC Per Annum	420,000	35,000

We would expect you to join as early as possible but not later than **03-Oct-2023** at the office located at **Bangalore, Karnataka** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

Your services are transferable, with reasonable notice, to any location in India or overseas where the company conducts its businesses, or to any subsidiary, associate or group company whether now existing or yet to be formed. Such transfer / deputation will be according to the rules of the company in force at that time.

During the term of your employment, should you desire to leave the services of the Company, you will have to give to the Company **one month's** notice or salary in lieu thereof. Similarly, the Company shall be entitled to terminate your employment at any time by giving you **one month's** notice or salary in lieu thereof. However, the Company may terminate your employment with immediate effect by a notice in writing (without payment of salary) in the event of your misconduct, negligence, fraud, breach of terms of employment or Company policy, criminal conviction and prolonged unauthorized absence.

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



Extramarks Education India Private Limited  
9<sup>th</sup> Floor, Urmila Business Park, A-95B,  
Sector 13B, Noida, Eastern Budh Nagar,  
Uttar Pradesh, 201304

You agree, acknowledge, and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

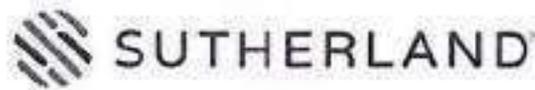
*Singhrityanjan Kham*

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before 03-Oct-2023.

*Thangavel*  
Accepted

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



06/06/2023

Dear THASLEEMA MUHAMMED,

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

With reference to the discussions, you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that your employment with us is contingent on subject to successful clearance of background verification. You need to submit all relevant documents for background verification within seven (7) days from the date of appointment letter. In case you fail to submit the documents within the prescribed period, we will initiate necessary action against you as deemed as appropriate by the Company including but not limited to revoking of this offer letter without any further liability to Company. You are requested to join us on or before **06/06/2023** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company is **Rs. INR 235,000.00** /- per annum (Rupees **Two Lakh Thirty-Five Thousand Only**), the details of which are given in the annexure of the appointment letter.

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

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

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

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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

Sutherland Global Services Private Ltd.

Annexure

Name of the Employee: THASLEEMA MUHAMMED,  
Designation: Associate-CS Internet  
Date of Joining: 06/06/2023  
Level: Level 1

Components	Rs. Per month	Rs. Per annum
<b>FIXED PAY</b>		
Basic Salary	5,496	65,949
House Rent Allowance	2,748	32,975
Bonus	2,209	26,513
Special Allowance	5,249	62,988
<b>Gross Salary (A)</b>	15,702	188,425
<b>PERFORMANCE INCENTIVE (B)</b>		
Performance Incentive	2,750	24,750
<b>STATUTORY BENEFITS AND INSURANCE (C)</b>		
Employer's Contribution to PF	1,555	18,654
Gratuity	264	3,171
<b>CTC (A + B + C)</b>	19,583	INR 235,000.00
Net Salary (Gross-PF-ESI)	14,030	168,358
Potential Earning (Net Salary + Performance Incentive)	16,780	193,108

**Performance Incentive (Fresher)** - You will become eligible for PI, after completion of 2 calendar months from your start date at Sutherland. Your PI will be paid against achievement on the target/s set by the company, on a time-to-time basis. PI is processed and paid 60 days from the completion of the performance period.

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
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