



MiraMed Ajuba  
A GLOBAL SERVICES 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 133AACCA8448012X

phone  
+91 4461 885100

GL/AJP-2022/5855  
06/12/2022

Divyaa C  
#9, 6th Street, Swami Nagar,  
Chromepet,  
Chennai 600045

### OFFER LETTER

Dear Divyaa,

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 after 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 6 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 5,02,000/-
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.

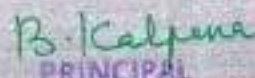
For MiraMed Ajuba Solutions Pvt Ltd



Surya D  
Head-HR



Accepted and Signed



PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI

Private and Confidential



ISO 9001:2015



ISO 27001:2013

CIN NO: U72200TN2005PTC051661

www.mirameditjuba.com





## Offer Letter

Date : Monday, September 4, 2023

Dear Divya B,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Faculty - Biology** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Academics - BTC** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, September 13, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, September 13, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Faculty - Biology
Department	Academics - BTC
Employment Type	TLPL - Regular
Work Location	BTC, D.NO.87/1034, SURVEY NO.666,AND 667C,Reliance Smart & Digital Upstairs, SESHADRI NAGAR, Andhra Pradesh-518002

Fixed Compensation: ₹ 380000

Variable Compensation: ₹ 28000

Total Annual Cost to Company : ₹ 408000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, September 13, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



*B. Kalpana*  
**PRINCIPAL**

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

Annexure - A

Compensation Details	
Name	Divya B
Designation	Faculty - Biology
Date Of Joining	Wednesday, September 13, 2023
Annual Cost To Company(CTC)	₹ 408000
Fixed Compensation	₹ 380000
Variable Compensation	₹ 28000
<b>Earnings</b>	
Component Category	Annual
Basic Pay	₹190,000.00
House Rent Allowance	₹95,000.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹61,400.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹12,000.00
<b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b>	<b>₹358,400.00</b>
<b>Deductions</b>	
PF (Employee's Part)**	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay (Before Taxes)**</b>	<b>₹336,800.00</b>

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

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



Savista Global Solutions Pvt. Ltd.  
(Formerly nThrive Global Solutions Pvt. Ltd.)  
Unit 1-G-1, Block A - Eastern Front Wing  
TECCI Park No: 285, Old Mahabalipuram Road,  
Sholinganallur, Chennai, TN - 600 119.  
Tel +91 44 6689 1111  
www.SavistaRCM.com  
CIN: U85100DL2003PTC334212



Format No.: SP/HR/FT

## Offer Letter

### Private & Confidential

05<sup>th</sup> Oct 2023

Divya K

No.21, South Bethel Nagar, 21st Street, 2nd Main Road, Injambalkam, Kanchepuram-600115

Dear Divya,

With reference to your application and subsequent interviews, we are pleased to offer for the position of "Coder" in "Operations" in our organization.

Your Total Compensation will be INR 2,41,400/- which is all inclusive and will be paid in accordance to company policy. The break up is given below in Annexure A.

We request you to join us by 03<sup>rd</sup> Oct 2023 at 10.00 AM. At the time of joining, please submit the following documents:

- 1) 10th, 12th and Degree with two Photocopies in support of your educational qualifications.
- 2) Relieving letter from your previous employer and last drawn pay slip, if applicable.
- 3) Six passport size and one stamp size color photographs with white background.
- 4) One Xerox copy of your address proof and your Photo ID proof.
- 5) Appointment letter if, any from your previous employer.
- 6) Aadhaar to be provided as Mandatory address & ID proof

We will be issuing a letter of Appointment on the day you join our services.

This offer is subject to you undergoing a background verification and it's mandatory that you have to clear the verification successfully. In the event of you not clearing background verification successfully, this offer made to you will be withdrawn without any further notice.

It is mandatory that you would need to take your covid 19 vaccination before your date of joining mentioned in your offer letter & your vaccination certificate should be submitted part of your joining formalities. Due to any circumstances, you are unable to produce the certificate on your joining date, this offer will be void.

Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Thank you for choosing career with us and we look forward to working with you.

For Savista Global Solutions Pvt. Ltd.

Mathangi Sathyaramanan  
Director, Human Resources

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



### Annexure A

Name: Divya K

Designation: Codar

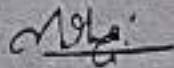
Salary Components ( A )	Monthly (INR)	Annual (INR)
Basic	5,375	64,500
House Rent Allowance	2,688	32,250
Other Allowance	6,285	75,418
Bonus	1,400	16,800
<b>Gross Salary ( A )</b>	<b>15,747</b>	<b>188,968</b>
Other Components ( B )	Monthly (INR)	Annual (INR)
PF	1,399	16,790
ESI	512	6,141
Gratuity	258	3,101
<b>Sub Total ( B )</b>	<b>2,169</b>	<b>26,032</b>
<b>CTC ( A+B )</b>	<b>17,917</b>	<b>215,000</b>
Shift Allowance ( C )	2,200	26,400
<b>Total Compensation ( A+B+C )</b>	<b>20,117</b>	<b>241,400</b>
Deductions from Gross Salary ( A )		
Employee Contribution to PF	1,399	16,790
Employee Contribution to ESI	118	1,417
Professional Tax	As per applicable Acts	
Income Tax	As per the Income Tax Act 1961 and amendments thereto	

#### Other Benefits:

- You will be entitled for 1 free meal a day as per your shift timings
- Free transportation will be provided as per transportation policy
- You will be entitled to Casual/Sick and Earned leave as per leave policy
- Shift Allowance is applicable for colleagues who work in Night Shift
- You will be eligible for gratuity as per policy
- Personal Accident Insurance, Life Term Insurance & Group Medical Insurance will be applicable as per the Medical Health Insurance Policy.

Policies and Benefits are subject to change as per company's sole discretion.

For Savista Global Solutions Pvt. Ltd.



**Mathangi Sathyaramanan**  
 Director, Human Resources

I accept that I have understood the details of my salary, allowances, benefits and the terms & conditions of my employment including shift timings as explained by the recruiter. I confirm hereby that I will report to duty on 3/10/23

Recruiter Name: Jency

Signature:

Date of Issue: 09<sup>th</sup> Oct 2023

*H. Kalpana*  
 PRINCIPAL  
 PRINCE SHRI VENKATESWARAR  
 ARTS AND SCIENCES COLLEGE  
 GOWRIWARAM, CHENNAI - 600 175.  
 Candidate Name: Divya K  
 Signature: *Divya K*  
 Date of Acceptance: 3/10/23



## AMURA HEALTH

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

9th Jun 2023

DIVYA K,  
6/127 Hashika Homes, 1 floor  
Sithalapakkam,  
Chennai, TamilNadu - 600 126.

Dear DIVYA K,

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:

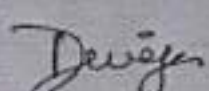
- (a) Governing Law: The valid interpretation, construction and performance of the terms of this letter, and all acts and transaction pursuant hereto and the rights and obligation of the parties hereto shall be governed, construed and interpreted in accordance with the laws of the Courts in Chennai, 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.

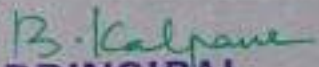
This offer has been sent to you for electronic signature. By electronically signing this offer, you agree and acknowledge that you have been able to access and review the offer and choose to sign this letter and the accompanying Confidential Information and Invention Assignment Agreement. As required 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

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

AMURA

**Offer Letter Agreement**  
**(Private and Confidential)**

**Date: 11<sup>th</sup> August 2023**

**Name: Divya L**

**Designation: Business Development Executive**

We are pleased to offer you the position of **Business Development Executive** with us here at **Nibav Lifts Private Limited**. We sincerely hope you would achieve new heights in your professional growth as well as make a significant contribution to the success of the company while working with us.

**Commencement Date**

Your joining date is **11<sup>th</sup> August 2023**

**Working Location**

Ideally, you'll be based in **Hyderabad**, but August require to travel or relocate to our other Office locations as per the requirement of the market or your reporting manager.

**Remuneration**

Your remuneration would be as given below and will be paid on the 31<sup>st</sup> of every succeeding month.

Components	Per Month (in Rs)	Per Annum (in Rs)
Basic	14,000	1,68,000
HRA	7,000	84,000
Special Allowance	11,150	1,33,800
Travel Allowance	1,600	19,200
Medical Allowance	1,250	15,000
<b>Gross</b>	<b>35,000</b>	<b>4,20,000</b>

Applicable TDS will be deducted.

\*For any loss or damage of personal belongings, the company will not be responsible for the same.

**Nibav Lifts Pvt Ltd**

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: [info@nibavlifts.com](mailto:info@nibavlifts.com) | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 093.



## 22. Applicable Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the land which shall be Tamil Nadu. Each party hereby irrevocably submits to the exclusive jurisdiction of the courts of Chennai for the adjudication of any dispute (Civil or Criminal) hereunder or in connection herewith.

### Welcome and Acceptance

We would like to take this opportunity to welcome you to Nibav Lifts Private Limited and wish you a long and rewarding career with us.

For Nibav Lifts Private Limited,



**Balaraman P**

**HR Operations Team Lead**

I hereby accept the terms and conditions of this offer letter agreement.

Name: Divya L

Signature: L. Divya

Date: 11-08-2023

\*All the terms and condition are subject to change and will be notified by the company.

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

**Nibav Lifts Pvt Ltd**

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: [info@nibavlifts.com](mailto:info@nibavlifts.com) | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified



## AMURA HEALTH

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

9th Jun 2023  
DIVYA M,  
24, Surlyan Street, Sekar Nagar,  
New Perungalathur,  
Chennai, TamilNadu - 600 063.

Dear DIVYA M,

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.

*P. 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.

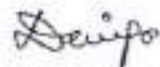
This offer has been sent to you for electronic signature. By electronically signing this offer, you agree and acknowledge that you have been able to access and review the offer and choose to sign this letter and the accompanying Confidential Information and Invention Assignment Agreement. As required by law, your Employment with the firm is also contingent upon your providing legal proof of Your identify 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. Kalpave*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

**AMURA**





Dear P.Divya,

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  
SELWRIYAKKAM, 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.

  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
CHENNAI





Date: 24-11-2023

**Subject: Offer of Employment**

Dear Divya Sri K,

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  
GOWRIVAICKAM, CHENNAI - 600 033.



**Annexure 1**

**Date:** 24-11-2023  
**Name:** Divya Sri K  
**Designation:** Executive Trainee  
**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<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  
 Mediciam: INR2,00,000 for self and dependents

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



31-May-2023

Dear DIVYADHARSHINI 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>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.

  
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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. Kalpane*  
Principal  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 071





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

K Durikahashini  
5/234, Manimegalai Street,  
Ramakrishnapuram,  
East Tambaram, Chennai  
600059

Dear K Durikahashini,

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)	8,654.00
<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.

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





April 12, 2023

Dear Ebanazer,

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.

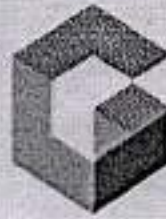
Thanking you,

Yours faithfully,

MohanaSundaram  
Assistant General Manager - HR

B. Kalpane  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
CHENNAI





genpact

Transformation  
Happens Here

BFS

Date: May 30, 2023  
Edal Milina J  
Chennai

Dear Edal Millina

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

**TERMS AND CONDITIONS**

1. Your annual Cost to Company (CTC) will be Rs.3,50,000.
2. Your initial place of work will be **India>Bangalore>Bangalore Surya Park IN - Office**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.
5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.
6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.
7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

Genpact India Private Limited  
CIN: U73100DL2006PTC307363

Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Telstoy Marg, New Delhi-110001

*B. Kalpana*  
**PRINCIPAL**

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





genpact

Transformation  
Happens Here

17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.
18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.
19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **June 29, 2023**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, India>Bangalore>Bangalore Surya Park IN - Office.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

Accepted and Agreed

Edal Millina J

Genpact India Private Limited  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001

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



Date: September 14, 2023

Private and Confidential

EDEL PREETHI P

No.6/15 Srinivas Nagar,6th Cross Street,  
Chitlapakkam,  
Chennai,  
TamilNadu,  
India-600064

Dear Edel Preethi,

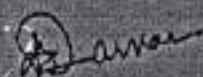
Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer -cum - appointment with **HCL Technologies Ltd., - Digital Process Operations ("DPO" or "HCLTech" or "Company")** as **Customer Service Representative**. You are required to report on September 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.

*Preethi P*  
Signature of the employee



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  
GOWRIVAKKAM, CHENNAI - 600 077

*Preethe P*  
Signature of the employee



Dear Esther Merlin J,

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)

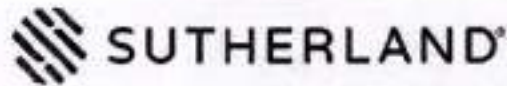
We look forward having you on board!!!

*Huma Tariq*

Huma Tariq  
Chief Human Resources Officer

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





06/06/2023

Dear EZHILARASAN,

**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:** EZHILARASAN,  
**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>	<b>15,702</b>	<b>188,425</b>
<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>	<b>19,583</b>	<b>INR 235,000.00</b>
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. Kalpane*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GOWRIVAKKAM, CHENNAI - 600 073.



Date: 02-Jan-2023

Dear Fouzal Inaya M  
Department - B.Sc Computer Science  
Reg No- 222002435

**Re: Letter of Offer**

Further to the discussion that we had, we are pleased to offer you employment in our organization subject to the criteria (1) You will be required to complete Internship program successfully (2) Meeting the expected Performance standard in Internship Program & (3) Completion of graduation without any arrears in April/May 2023.

Your tentative date of Joining will be in the month of **May/June 2023**. Please note that a detailed appointment letter shall be issued at the time of joining the company. You will be designated as 'Trainee'. You will be paid an annual CTC of **Rs. 415567 per annum (Four Lakh Fifteen Thousand Five hundred and Sixty Seven Rupees Only)** including Provident Fund, ESI & Gratuity as per the governing statutory norms.

Before joining, you will be required to undergo a pre-employment medical exam by a doctor appointed by the Company and this offer is subject to your being medically fit for employment with us. At the time of joining, you should submit two copies of the following documents 1. Photographs (Five passport size) 2. Copies of all the educational certificates including mark sheets in full (SSLC Onwards) 3. Aadhar Card 4. PAN Card 5. Blood group with Medical fitness approved by our authorized hospital.6. Covid Vaccination Certificate

You should produce all the original certificates for verification within one month from the date of joining and it will be returned immediately after verification.

Please confirm your acceptance of the above offer to your placement officer and all the other terms of this Offer Letter The terms of this Letter of Offer are confidential in nature and shall not be divulged by any mode of communication to any other person or organization etc., prior to your date of joining, during your employment with the Company or thereafter

Best wishes,

Yours Sincerely,  
For eNTrust Software & Services Pvt Ltd

  
Authorized Signatory

  
B. Kalpana  
Principal  
PRINCE SHRI VENKATESWARARAO  
PRINCIPAL  
ARABIS AND SCIENCE COLLEGE  
CHENNAI-600073

Accepted the Terms of offer



06/06/2023

Dear FOWZIYA,

**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. Kalpane*  
PRINCIPAL

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



Sutherland Global Services Private Ltd.

Annexure

Name of the Employee: FOWZIYA,  
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>	<b>15,702</b>	<b>188,425</b>
<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>	<b>19,583</b>	<b>INR 235,000.00</b>
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. Palani*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIVAKKAM, CHENNAI - 600 073.**

**Example 1:** If DOJ on 1st of any Month, then PI eligibility would be from 3rd Month and paid along 5th Month Salary.

**Example 2:** If DOJ is on 2nd onwards of any Month, then PI eligibility would be from 4th Month and paid along 6th Month Salary.

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

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

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

For Sutherland

Regards,



**Amit Mukherjee**

**Sr. Director – Talent Acquisition**

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
Srinivasanagar, Lakshminagar - 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  
H Gajalakshmi  
6, Kaveri Nagar 1st Street,  
Perungalathur  
Chennai  
600063

Dear H Gajalakshmi,

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. 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.

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





**STRICTLY PRIVATE & CONFIDENTIAL**

ABFRL: HR: 2023

13 Feb 2023

**EMPLOYMENT AGREEMENT**

Ganesh K

Emp No. 025376

Dear Ganesh K

Welcome to Team ABFRL!!

We are pleased to appoint you as "Trainee Assistant Store Manager- Louis Philippe" with effect from 17 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 Annexure 1.
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-week's 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.

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

*B. Kalpana*  
PRINCIPAL

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

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:**

**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 :+9180 67271600  
Website : www.abfri.com  
customerservice@abfriadityabirla.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

*[Faint handwritten text and stamp at the bottom of the page]*



**ANNEXURE-I: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>

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

Employee Signature:

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKHAI, CHENNAI - 600 074

**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 : +9180 67271600  
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**Registered Office:**

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

## AMURA HEALTH

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

9th Jun 2023  
GAUSIKA K,  
56, Singara Thottam  
Vandalur,  
Chennai, TamilNadu - 600 048.

Dear GAUSIKA K,

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 email 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.

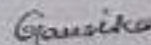
This offer has been sent to you for electronic signature. By electronically signing this offer, you agree and acknowledge that you have been able to access and review the offer and choose to sign this letter and the accompanying Confidential Information and Invention Assignment Agreement. As required 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

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

**AMURA**

## Offer Letter

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

Gayathri B  
No.56, Shanthi Nagar,  
Chrompet, Tamil Nadu

Dear Gayathri,

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 handwritten signature in black ink, appearing to read 'Priya Sharma'.  
A circular stamp with the text 'Sewell's Group India Private Limited' around the perimeter and 'MUMBAI' in the center.

Priya Sharma  
HR Manager

A handwritten signature in green ink, appearing to read '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, MIDC, Mahape,  
Navi Mumbai-400701, India  
Tel: +91 22 6735 4900  
E-mail: info@msxi.com  
Sewell's Group India Private Limited  
CIN No. U74999MH2002PTC135618



Compensation Offer Sheet

Name: Gayathri B

Position: Data Analyst

Grade: 4

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

Compensation Details:

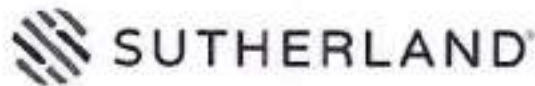
Item	Offered (INR on Annual Basis)
Basic	241,710
HRA	120,855
Development Fee	54,755
Cell Allowance	12,000
Leave Travel Allowance	24,000
Gross Salary	453,320
Employer's contribution towards PF	21,600
Group Insurance Premium	8,500
Total CTC	483,420

- 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

Gayathri

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



09/06/2023

Dear GAYATHRI ,

**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 **09/06/2023** 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  
GOWRIVAKKAM, CHENNAI - 600 073.



Sutherland Global Services Private Ltd.

Annexure

Name of the Employee: GAYATHRI,  
Designation: Associate-CS Internet  
Date of Joining: 09/06/2023  
Level: Level 1

Components	Rs. Per month	Rs. Per annum
<b>FIXED PAY</b>		
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PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

**Example 1:** If DOJ on 1st of any Month, then PI eligibility would be from 3rd Month and paid along 5th Month Salary.

**Example 2:** If DOJ is on 2nd onwards of any Month, then PI eligibility would be from 4th Month and paid along 6th Month Salary.

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

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

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

For Sutherland

Regards,



**Amit Mukherjee**

**Sr. Director – Talent Acquisition**

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



**Offer Letter Agreement**  
*(Private and Confidential)*

**Date: 11<sup>th</sup> August 2023**

**Name: Gayathri K**

**Designation: Business Development Executive**

We are pleased to offer you the position of **Business Development Executive** with us here at Nibav Lifts Private Limited. We sincerely hope you would achieve new heights in your professional growth as well as make a significant contribution to the success of the company while working with us.

**Commencement Date**

Your joining date is **11<sup>th</sup> August 2023**

**Working Location**

Ideally, you'll be based in **Hyderabad**, but August require to travel or relocate to our other Office locations as per the requirement of the market or your reporting manager.

**Remuneration**

Your remuneration would be as given below and will be paid on the 31<sup>st</sup> of every succeeding month.

Components	Per Month (In Rs)	Per Annum (In Rs)
Basic	14,000	1,68,000
HRA	7,000	84,000
Special Allowance	11,150	1,33,800
Travel Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Gross	<b>35,000</b>	<b>4,20,000</b>

Applicable TDS will be deducted.

\*For any loss or damage of personal belongings, the company will not be responsible for the same.

Nibav Lifts Pvt Ltd

Office Address: Nibav Towers, No.115, Kazaru Garden, 1st Street, Neelingarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd. Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: [info@nibavlifts.com](mailto:info@nibavlifts.com) | CIN: U31100TN2019PTC132681 | **ISO 9001:2015** Certified

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

## 22. Applicable Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the land which shall be Tamil Nadu. Each party hereby irrevocably submits to the exclusive jurisdiction of the courts of Chennai for the adjudication of any dispute (Civil or Criminal) hereunder or in connection herewith.

### Welcome and Acceptance

We would like to take this opportunity to welcome you to Nibav Lifts Private Limited and wish you a long and rewarding career with us.

For Nibav Lifts Private Limited,



**Balaraman P**

**HR Operations Team Lead**

I hereby accept the terms and conditions of this offer letter agreement.

Name: K. GAYATHRI

Signature: Gayathri K.

Date: 11/08/2023

\*All the terms and condition are subject to change and will be notified by the company.

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

**Nibav Lifts Pvt Ltd**

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelaganai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: [info@nibavlifts.com](mailto:info@nibavlifts.com) | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified



**STRICTLY PRIVATE & CONFIDENTIAL**  
**PREPARED FOR: Gayathri K**

**CBRE**

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

CIN - U74140DL1999PTC100244  
[www.cbre.co.in](http://www.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:

<b>EMPLOYER EMPLOYEE:</b>	CBRE South Asia Pvt. Ltd. (hereafter "The Company") <b>Gayathri K</b> No. 49A, Manimegalai 4th Street Sithalapakkam, Chennai- 600126
<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 Assets Services PM 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-600 072

**STRICTLY PRIVATE & CONFIDENTIAL**  
**PREPARED FOR: Gayathri K**

**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



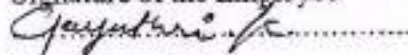
**Jayamalini Ramaratnam**  
**Head – Human Resources**  
Date: 17-NOV -23

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



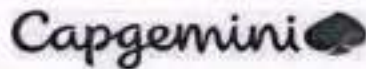
Name: Gayathri K,

Date: 17/11/23

*B. Kalpana*  
**PRINCIPAL**

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





Cappgemini Technology Services India Limited Plant  
2, 'C' Wing, 1<sup>st</sup> Floor, Godrej IT Park, Godrej &  
Boyce Compound, Gate No. 2,  
L.B.S. Marg, Pirojshanagar, Vikrol (West), Mumbai  
400 075, Maharashtra, India. Tel: +91.22.6688.0500  
| Fax: +91.22.6755 7068|www.cappgemini.com

## Offer Letter

Dear M Gayathri,

A very warm welcome to you! Cappgemini's slogan is 'People Matter, Results Count', and we live it each day at work. We hope that it resonates with you too, as we set out to achieve our goals - both individually as well as a team-together. To give you an idea, this is how your first day will progress...

1. Reporting at 9:00AM
2. Verification/Filling/ Submission of Background Verification Form
3. Receipt of Employee Handbook and visitor-cum-bus pass
4. Filling up of master form
5. Lunch break
6. Submission of signed documents
7. Receipt of appointment letter
8. Bank account opening
9. Receipt of buddy details and meeting buddy

We wish you all the very best, and hope to have a long and fruitful association with you!

Regards

Team HR

Kindly note:

- Please dress in business formal
- Please carry this welcome letter on your Date of Joining
- If you are driving to office on the first day, please ensure you are there by 8:45AM, and contact security at the main gate for your entry passes.

The information contained in this message is proprietary and confidential.

Copyright © 2019. All rights reserved by Cappgemini.

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

CIN NO: U72200MH1992PTC197969  
EMPLOYMENT OFFER LETTER Caggemini  
Ref.: 1999647/0129973803 August 20, 2022

Dear M Gayathri,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on a full-time basis, with Caggemini India Private Limited ('Caggemini' or 'Company') starting from June 20, 2023 (or such other date as may be communicated to you by the Company), as per details given below.

A). Your current designation will be **Associate/A2**

B). You will be required to work at the Company's office in Chennai.

C). Your all-inclusive annual target compensation (on a cost to company basis) will be INR 325000 (Rupees Three Lakhs Twenty Five Thousand only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment. The breakup of your all-inclusive annual target compensation is as follows:

**Total Cost to Company (CTC).Rs.3,25,000**

Monthly Components Per Month

Basic	Rs. 13,060
House Rent Allowance	Rs. 6,530
Conveyance Allowance	Rs. 800
Gross monthly salary	Rs. 20,390
Statutory payments to PF	Rs. 1,565
Gratuity (accrual only)	Rs. 2,435
Total Fixed Compensation	Rs.2,92,680
Benefits	
Mediclaime Insurance	Rs. 2,190
Personal Accident Insurance	Rs. 174
Group Term Life Insurance	Rs. 330
Total Benefits	Rs. 2,694
Total Cost to Company	Rs. 3,25,000

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

PRIVATE AND CONFIDENTIAL

Caggemini India Private Limited - August 2022





**Provisional Offer**

Date: 04.06.2023

Process: AES Process

Dear Gayathri.P

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: 9/6/23.

Candidate Signature

Gayathri

B. Kalpana  
PRINCIPAL

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



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

Dear Gayathri S,

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	<b>420,000</b>	<b>35,000</b>

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.**



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,

*Sunakrityanam Khan*

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.

*Gayathri*  
Accepted

*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](http://cgi.com)

CIN: U72200KA1990PTC019138

Personal and Confidential  
17-Aug-23

Ms. Gayathri S,  
54/36, Valmiki Street,  
Sithalapakam,  
Chennai 600126

Dear Gayathri,

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 [cgirecruitment.india@cgi.com](mailto:cgirecruitment.india@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 - 600023

Experience the commitment<sup>®</sup>



Ms. Gayathri S,

• **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>1</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 joining. 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

**Note:**

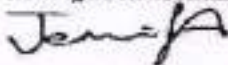
Flexible Compensation Plan<sup>1</sup>: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

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.

*G. Gayathri* (22/8/23)  
Signature & Date

*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-95B,  
Sector 13B, Noida, Gautam Budh Nagar,  
Uttar Pradesh 201304

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

Dear Gedela Swathi,

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  
2<sup>nd</sup> Floor, Orbita Business Park, A-91B  
Sector 13B, 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,

*Sunakrityanam Khan*

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.

*Gedela Swathi*  
Accepted

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



Date: 24-11-2023

**Subject: Offer of Employment**

Dear Geerthana S,

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  
GOWRIVAKKAM, CHENNAI - 600 078.





Annexure 1

Date: 24-11-2023

Name: Geerthana S

Designation: Executive Trainee

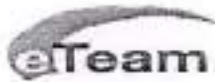
Band: J2

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.



## eTeam Info Services Private Limited

Date: 5 May 2023

Geetha Priya M  
No.8, Durga Nagar, II Main Road Ganapathipuram,  
Chennai, TN 600059

Dear Geetha Priya M,

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 "8 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.

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118, CHELVAI STREET, CHENNAI - 600 031





**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 bt 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

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

# SYLPDX

Technologies

February 06, 2023

Geetha R

Dear Geetha,

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  
GOWRIYAKKAM, 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

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

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



09/06/2023

Dear GEETHA,

**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 **09/06/2023** 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*  
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GOWRIVAKKAM, CHENNAI - 600 073.



Sutherland Global Services Private Ltd.

Annexure

Name of the Employee: GEETHA,  
Designation: Associate-CS Internet  
Date of Joining: 09/06/2023  
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.

13/06/2023  
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ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

**Example 1:** If DOJ on 1st of any Month, then PI eligibility would be from 3rd Month and paid along 5th Month Salary.

**Example 2:** If DOJ is on 2nd onwards of any Month, then PI eligibility would be from 4th Month and paid along 6th Month Salary.

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

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

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

Sincerely,

For Sutherland

Regards,



**Amit Mukherjee**

**Sr. Director – Talent Acquisition**

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





## Offer Letter

Date : Monday, September 4, 2023

Dear GokulaKrishnan V ,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Faculty - Biology** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Academics - BTC** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, September 13, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, September 13, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Faculty - Biology
Department	Academics - BTC
Employment Type	TLPL - Regular
Work Location	BTC, D.NO.87/1034, SURVEY NO.666,AND 667C,Reliance Smart & Digital Upstairs, SESHADRI NAGAR, Andhra Pradesh-518002

Fixed Compensation: ₹ 380000

Variable Compensation: ₹ 28000

Total Annual Cost to Company : ₹ 408000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, September 13, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



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

Annexure - A

Compensation Details	
Name	Gokula Krishnan V
Designation	Faculty - Biology
Date Of Joining	Wednesday, September 13, 2023
Annual Cost To Company(CTC)	₹ 408000
Fixed Compensation	₹ 380000
Variable Compensation	₹ 28000
Earnings	
Component Category	Annual
Basic Pay	₹190,000.00
House Rent Allowance	₹95,000.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹61,400.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹12,000.00
Annual Earnings (Fixed CTC - Company PF & ESIC Contribution )	₹358,400.00
Deductions	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
Total Annual Net Pay (Before Taxes)**	₹336,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

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





## CPF (INDIA) PRIVATE LIMITED

(Formerly, Charoen Pokphand (INDIA) Private Limited)

841/1, 100 Feet Rd., Binnamangala, Indiranagar,

Bangalore- 560038, Karnataka. INDIA

Website: [www.cp-india.com](http://www.cp-india.com) / [www.cpfworldwide.com](http://www.cpfworldwide.com) / [www.cpthailand.com](http://www.cpthailand.com)

July 25, 2023

To,  
Ms.Gomathi  
Prince Sri Venkateshwara Arts and Science College,  
Gowrivakkam,  
Chennai-600073.

### Subject: Offer Letter

In reference to your application and followed by the interview, we would like to congratulate you on being selected for the role of **Quality Executive** on a salary of **Rs. 36,670/-** per month. Your probation training is liked to start from **10th August 2023** for a period of 6 months.

Initially, you will be considered as a executive trainee during the probation period, and the training includes orientation, learning and developing new skills and gaining a deeper understanding of concepts through hands on application of the knowledge you learned in the class.

The job details, technical platform and any other matters will be shared with you on the day of joining.

Again, Congratulations and we look forward to working with you.

You should report at the following address:

CPF India Private Limited.,  
#841/1, Binnamangala 1 st stage,  
Indiranagar 100 Feet Road, Banaglore560038  
Contact Person: Ms. Mala K M

Yours sincerely,  
for CPF India Private Limited.,

Asif Akram

AGM HR

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

31-May-2023

Dear GOMATHI P,

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

Components	Components Rs. Per annum
Basic	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*  
**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOV/RIVAKKAM, 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  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 077