

HRD-OFFR-52/AR/0911  
11/2/2023

Kaviya T  
NO, Syndicate Bank Colony,  
Gumdy,  
TAMIL NADU  
600055

Offer Letter

Dear Kaviya T

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

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

Terms and Conditions of Employment:

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

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

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

PreludeSys India Private Limited

Regd. Office: Old 3/A3, 1st Cross Street, SIPCOT IT Park, Siruseri - Chennai - 603103

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

CIN: U72300TN1998PT0001071 | GSTIN: 33AAACPT22081E2

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

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

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

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

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

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

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

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

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

For PreludeSys India Pvt Ltd

Prasad Reddy  
AVP - HR & IT

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

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

Kauniga.T  
Employee's Signature

Date: 05/11/2023

PreludeSys India Private Limited

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

Ph: 91-44-874 17500 | www.preludesys.com

Chennai: 07226011339 | 044-6576 1667 | 3348073201/20

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GOWRIYAKKAM, CHENNAI - 600 077

## Salary Annexure

Candidate Name	Kaviya T	Level	P0
Designation	Trainee - Customer Care	Department	IN - KPO
		Variable %	0
Particulars	Monthly (Rs)	Yearly (Rs)	
Basic Pay (40% of your annual TCTC)	10000	120000	
HRA	5000	60000	
<b>Basic and HRA Total</b>	<b>15000</b>	<b>180000</b>	
ESI - Employer (3.25% of your monthly fixed)	0	0	
PF - Employer	1800	21600	
Insurance	380	4560	
Gratuity	483	5796	
<b>Statutory Employer</b>	<b>2663</b>	<b>31956</b>	
Car Lease, Fuel, and Maintenance (1800/2400 pm)	-	-	
Leave Travel (@ 3 months basic pay once in 2 years)	-	-	
Internet / Mobile reimbursement (1000 pm)	-	-	
Professional Development (2000 pm)	-	-	
Food (1100/2200 pm)	-	-	
<b>Fixed Benefits Total (as per employee option)</b>			
Special Allowance	7384	88608	
Professional Tax	208	2496	
ESI Contribution by Employee (0.75% of your monthly fixed)	0	0	
PF Contribution by Employee	1800	21600	
<b>Total Statutory Deductions</b> <small>*This will be in line with current prevailing Govt norms</small>	<b>2008</b>	<b>24296</b>	
<b>Net Take Home</b>	<b>20348</b>	<b>244132</b>	
<b>Fixed CTC</b>	<b>25000</b>	<b>300000</b>	
Variable Pay (*payout as per VP policy)	0	0	
<b>Total CTC</b>	<b>25000</b>	<b>300000</b>	

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

PreludeSys India Private Limited

Regd. Office : 1/A, 3/A3, 1st Cross Street, SIPCOT IT Park, Suesan - Chennai - 603 103

Ph: 20 44 574 7700 | www.preludesys.com

Off: 12226011 | 09877024125 | 0974 334867720132

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

Aug 22, 2023

Ms R KAVIYA  
kavirose23@gmail.com  
Candidate Id: CN20230373

Dear R KAVIYA ,

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

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

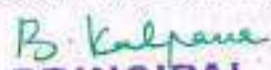
You will report to **Mr. Prasad C (Training Manager)** or anyone whom he may depute. Your date of joining will be **31 August 2023**. Your base location will be **Chennai**.

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

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

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

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

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


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

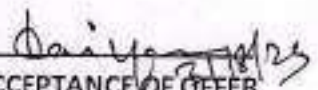
Notes: \*Associates will be covered under the company group accidental policy for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you


Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

  
Arumugam N Vadivelu  
HR Business Partner

  
ACCEPTANCE OF OFFER

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

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

Name & Signature of the candidate with date of acceptance



**Subject: Offer Letter**

Dear KEERTHANA. M,

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

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

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

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

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

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

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

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

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

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

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

Drug License No.: TN-02-20-00080, TN-02-21-00080, TN-02-208-00251, TN-02-218-00251  
IEC AA0FC7502P, GSTIN: 33AA0FC7902P12Z, PAN: AADFC7902P, TAN: CHECL39750  
FSSAI License No.: 10019041005946, 12415002005091 Tel: +91-9384000431, 044-43558797  
Address: Canberra House-3rd floor, New No-97 & 95, Old No:58 and 53A Pantheon Road, Egmore, Chennai-600 008.  
Branch: 4TH Floor, Old No 95/24 Now No 44/23, Krishna Sree Enclave, 1st Main Road Gandhi Nagar, Adyar,  
Chennai, Tamil Nadu, 500020

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



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

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

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

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

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

Wish you all the best

Yours Sincerely,

FOR CHOSEN

Raghavende M

Authorized Signature

Keerthana, M

Acceptance Signature

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

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IEC AADFC7502P, GSTIN: 33AADFC7902P1ZZ, PAN: AADFC7902P, TAN: CHEC139750

FSSAI License No.: 10019042905946, 12415002005091 Tel: +91-9984000411, 944-43558797

Address: Canberra House-3rd floor, New Mo 97 & 95, Old No.58 and 53A Pantheon Road, Egmore, Chennai-600 008.

Branch: 4TH Floor, Old No 95/24 Now No 44/23, Krishna Sree Enclave, 1st Main Road Gandhi Nagar, Adyar,  
Chennai, Tamil Nadu, 500020



### Salary Structure

Basic Salary	9,000/-
Travel Allowance	1,800/-
Medical Allowance	1,800/-
Special Allowance	2,700/-
House Rent Allowance	2,700/-
<b>TOTAL</b>	<b>18,000/-</b>

### Notes:

- As per the company norms, you shall be provided with the uniforms and the amount for the uniforms shall be deducted from your salary month on month.
- The deducted uniform amount shall be reimbursed after 12 months of your service with us.
- You will receive a salary, and all other benefits forming part of your remuneration package subject to, and after, PF, ESI, PT, deduction of tax at source by applicable law.
- An increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be based on demonstrated results and the effectiveness of performance during the review period. You are entitled to an increase in your salary after completing three months from the date of joining our company.
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when the management requires. The Terms of employment during the probation period are at our discretion.

*Faint handwritten notes in the bottom left corner.*

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

Drug License No.: TN-02-20-00080, TN-02-21-00080, TN-02-208-00251, TN-02-218-00251  
IEC AA0FC7502P, GSTIN: 33AA0FC7902P1Z2, PAN: AADFC7902P, TAN: CHEC139750  
FSSAI License No.: 10019042005946, 12415002005091 Tel: +91-9384000411, 044-43558797  
Address: Canbarra House-3rd floor, New No 97 & 95, Old No.58 and 53A Pantheon Road, Egmore, Chennai-600 008.  
Branch: 4TH Floor, Old No 95/24 Now No-44/23, Krishna Sree Enclave, 1st Main Road Gandhi Nagar, Adyar,  
Chennai, Tamil Nadu, 500020



Aug 25, 2023

**Ms M KEERTHANA**  
Keerthum200013@gmail.com  
Candidate Id: CN20230381

Dear M KEERTHANA,

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

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

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

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

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure 1. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

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

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

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

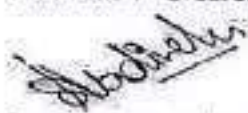
Annexure I: Annual Compensation Structure			
Name	Ms-M KEERTHANA	Position & Department	Associate Trainer
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-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

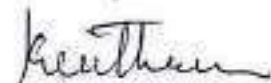
**Notes:** \*Associates will be covered under the company group accidental policy for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd,

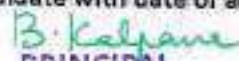
  
Arumugam N Vadivelu  
HR Business Partner



ACCEPTANCE OF OFFER

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

Name & Signature of the candidate with date of acceptance

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



09/06/2023

Dear KEERTHANA,

**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: KEERTHANA,  
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>	<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. Kalyan*  
**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/-, Medicclaim 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. Kalpane*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GANDHILAKSHMI, CHENNAI - 600 073

Aug 22, 2023

Ms G KEERTHIKA  
Keerthiganesh17@gmail.com  
Candidate Id: CN20230367

Dear G KEERTHIKA ,

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

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

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

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

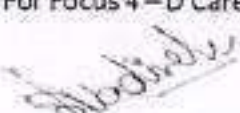
We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

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

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

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


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

  
Arumugam N Vadivelu  
HR Business Partner

**ACCEPTANCE OF OFFER**

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

  
31-08-2023  
Name & Signature of the candidate with date of acceptance

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



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

cgi.com

CIN: U72200KA1990PTC0019138

Personal and Confidential  
17-Aug-23

Mr. Keerthivasan T,  
1/56 Bhavanandhiyar Street,  
Mahalakshmi Nagar,  
Selatpur,  
Chennai 600073

Dear Keerthivasan,

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-600 073.

Experience the commitment<sup>®</sup>



• **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 hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares.
- **Target Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be amended from time to time.

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

**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.

*Keerthivasan T (22-6-23)*

Signature & Date

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



**Subject: Offer Letter**

**Dear Kevin Wesley I,**

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

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

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

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

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

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

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

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

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

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

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

Drug License No.: TN-02-20-00080, TN-02-21-00080, TN-02-208-00251, TN-02-218-00251  
IEC AADFC7502P, GSTIN: 33AA0FC7902P1ZZ, PAN: AADFC7902P, TAN: CHEC139750  
FSSAI License No.: 10019042005946, 12415062005091 Tel: +91-9384000411. 044-43558797  
Address: Canberra House-3rd floor, New Mo 97 & 95, Old No.58 and 53A Pantheon Road, Egmore, Chennai-600 008.  
Branch: 4TH Floor, Old No 95/24 Now No 44/23, Krishna Sree Enclave, 1st Main Road Gandhi Nagar, Adyar,  
Chennai, Tamil Nadu, 500020

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



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

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

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

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

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

Wish you all the best

Yours Sincerely,

FOR CHOSEN

Raghavende M

Authorized Signature

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

# California Software Company Limited



Realize Your Ideas

CIN: L72300TN1992PLC022135

Registered Office: Worldlo, Green Towers, Industrial Estate, Perungudi,

OMR Phase 1, Chennai 600095

Phone +91 94448 60882

Email: investor@calsoftgroup.com

www.calsoftgroup.com/www.calsoft.com

Ref. No: CAL/APPT/2023

August 11, 2023

To

Ms. V.Kiruthiga,  
13/45 F2 Vishal Apartments,  
Rathna Nagar, Chrompet,  
Chennai-600044

## LETTER OF APPOINTMENT

Dear V.Kiruthiga,

With reference to your application and subsequent interview you had with us, we have pleasure in welcoming you to our organization and offer you an appointment for the position of SOFTWARE ASSOCIATE based at Chennai with effect from August 15, 2023. You shall be governed by the following terms and conditions of service during your employment with California Software Company Ltd. (here after referred to as the "Company" which may be amended).

### **1. Appointment:**

You will be on probation for a period three month from your date of joining of the Company. After completion of your probation period, you will be made permanent in service. The period of probation can be reduced or extended depending upon your conduct, regularity and your performance at work based on assessment by the management. Unless confirmed in writing, you will be deemed to be on probation. In normal circumstances, your engagement during the probation period will be subject to termination at any time by giving fifteen days' notice with or without assigning any reason whatsoever.

### **2. Place of Work:**

Your immediate posting will be at Chennai. At the sole discretion of the Management, you may be posted or transferred to any one of the Establishments, Departments, Business or Operations of the Company, Corporate Body or Firms, Trusts, Society or Association whatsoever with which the Company may have any official connection in India or abroad and will be governed by the service rules in force at the place of your posting.

### **3. Salary and Benefits:**

You will receive salary of Rs.3,44,000/- (Rupees Three Lakhs forty four thousand only) as CTC, allowance and benefits, subject to rules of the Company and applicable law. You shall not be entitled to any payment, remuneration, compensation, benefit or perquisite other than that expressly provided for here in and/or as per the Company guidelines and policies and all payments are subject to the laws and rules relating to the deduction of taxes.

### **4. Medical:**

Your appointment is subject to pre-employment medical check-up carried out by the Company's appointed Doctor. If you are found medically unfit, your appointment will be cancelled automatically. During the tenure of service in case you are found to be medically unfit to perform your normal duties, your services are liable to be terminated after being examined by the Company appointed Doctor.

### **5. Ethics & Loyalty:**

In order to enable the Company to conduct its business effectively and to guarantee the impartiality of services rendered, the highest standards of loyalty and ethics must be maintained. Accordingly, as an employee of the Company you must not have any personal interests which might conflict with the interests of the Company. As an employee of the Company, you must devote all your working time to the Company and shall during the continuance of your employment faithfully

**PRINCIPAL**

PRINCE SHRI VENKATESHWARA

ARTS AND SCIENCE COLLEGE

GOWRIVAKKAM, CHENNAI-600 073


Your employment contract and all terms are governed from the Registered Office of the Company at Chennai. Any dispute arising related to your employment with the Company shall be subject to Chennai jurisdiction only.

Kindly return to us the enclosed duplicate copy of this letter of appointment duly signed by you in token of your confirmation and acceptance of the above terms and conditions.

Wishing you all the best in the discharge of your responsibilities.

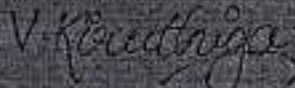
Thanking you,  
Yours truly

For CALIFORNIA SOFTWARE COMPANY LIMITED

  
VUAYAKUMAR  
DIRECTOR



The above terms & conditions are acceptable to me.

Signature of the Candidate: 

Date: 16.08.2023

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

# **IFB**

Dec 20<sup>th</sup> 2023

## **Letter of Offer**

**Dear KISHOREL,**

*Congratulations!*

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

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

Wishing you a long and progressive association with IFB.


Yours truly,

**For IFB Industries Limited**



**Bikram Nag**

**Joint Executive Chairman & Manager Director**



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

January 19 , 2023

Krishnaraj Loganathan

34, Gangai Amman Kovil Street, Karanaipuducherl  
Urapakkam, Kancheepuram,  
Tamil Nadu- 603202 India

Dear Krishnaraj ,

Sub: Offer Letter

Congratulations!

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

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

The terms and conditions of your appointment are as follows -

#### 1. SALARY & JOB BAND

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

#### 2. INITIAL PLACE OF POSTING

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

#### 3. JOB ASSIGNMENTS

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

#### 4. TRANSFER

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

#### 5. SERVICE CONDITIONS

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

  
PRINCIPAL

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

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

**14. MINIMUM SERVICE PERIOD**

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

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

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

**15. EMPLOYMENT RELATIONSHIP**

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

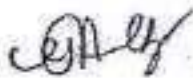
**16. SHIFTS**

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

**17. ACCEPTANCE**

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

For Williams Lea India Pvt. Ltd.



**Anandaraj George**  
Senior Manager - HR Operations

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

Signed:



Name: Krishnaraj L

Date: 23-06-23

  
PRINCIPAL

PRINCE SHRI VENKATESHWARA





**Expertrons**  
Inspire Success

@expertrons  
 @expertrons  
 @expertrons

Date : 12th June, 2023

Private & Confidential

To,

S Kumar,

Subject: Offer Letter

Dear S Kumar,

It gives us great pleasure to welcome you to be a part of Expertrons Technologies Pvt. Ltd. family.

Further to your application and subsequent interview, we are pleased to offer you the position of **Business Development Executive**. Your date of joining would be **15th June 2023**.

We will be offering you this position at an emolument of **Rs. 4,20,000 (Four Lakhs Twenty Thousand Only)** per annum, which includes a **(Fixed Gross Monthly Component of Rs. 27,500/- Fixed Incentive (disbursed quarterly) Component of Rs. 2,500/- and Monthly Variable Component of Rs. 5,000/-)** per month consolidated as mentioned in Annexure A. The organization currently adheres to a two months' probation period. During this time you should evaluate the position to make certain it satisfies your job expectations and needs while management evaluates your suitability for the position.

We believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with **Expertrons**.

Your appointment will be governed by the terms and conditions presented in **Annexure A**.

In addition to the key policies mentioned on the following pages, you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies can be found on our HRMS. Please go through them immediately upon joining.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

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



www.expertrons.com



B1- 401, Kanakia Boomerang, Chandivali Farm Rd, Yadav  
Nagar, Chandivali, Powai, Mumbai-400072



**Expertrons**  
Inspire Success

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 @expertrons  
 @expertrons

26. Preceding, during and succeeding the period of employment, (i) you agree that you will not disparage or criticize the Company or its Affiliates, or their respective businesses, management, directors, business practices, or equity holders (the "Company Entities") and that you will not otherwise do or say anything that could disrupt the good morale, or otherwise harm the interests or reputations, of the Company Entities and (ii) you agree that you will not disparage or criticize the product, services or the offerings of the company on any public forum, blogs, social network etc. In case of breach of this clause, the company will be liable to take legal action against you.

27. You need to report to the office, Address: B1 - 401, Kanakia Boomerang, Chandivali Farm Road, Yadav Nagar, Chandivali, Powai, Mumbai, Maharashtra 400072.

I have negotiated, agreed, read, and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Congratulations!

Warm Regards,

*Krishna*

Krishna Sapariya  
HR Manager

Date: 15.6.24

Name: S. Kumar

Place: Chennai

Signature: *S. Kumar*

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



[www.expertrons.com](http://www.expertrons.com)



B1- 401, Kanakia Boomerang, Chandivali Farm Rd, Yadav Nagar, Chandivali, Powai, Mumbai-400072



## LETTER OF OFFER

21-November -2023

Dear Kumaravelan R,

Candidate ID C0044154

Band 1

Designation Trainee

### Congratulations!

We are pleased to extend this offer of employment for the position of Trainee at an annual CTC of INR 2,79,675/- with Thryve Digital Health LLP at our Chennai office. You may refer to Annexure I for the detailed break-up of your salary structure.

You are required to report to Thryve Digital Health LLP on 30-November-2023 at 10:30 am. As we are virtually onboarding during pandemic period, our onboarding team member will get in touch with you to complete the onboarding formalities over a call.

You will be on a training and evaluation for a period of 6 (six) months from the date of joining the company, on the completion of this period you will be automatically confirmed in your post provided your work and conduct are found to be satisfactory. The company has the right to extend your evaluation period up to another 3 (three) months if need be. If you are absent from work due to leave of absence for more than 14 calendar days, your training and evaluation period shall be extended by a period equal to the duration of such absence.

During this period, you will be eligible for Sick Leave only and any other leave will be solely at the discretion of the Manager. Your Annual Leave will accumulate for the evaluation period and be credited to you at the end of the said period.

During the training and evaluation period, or any extension thereof, you may be required to undergo training courses, instructions and to pass certifications and tests (either internal or external), as a condition for the satisfactory completion of probation.

During evaluation phase, the period of notice required for cessation of employment is 14 calendar days on either side.

Please accept the offer in the candidate portal / sign the copy of this offer letter / reply via email within 5 days of receipt of this offer to indicate your acceptance.

At this time of joining you will be required to upload the photocopies of the following documents in candidate portal & originals (for verification) when requested.

1. Relevant Educational Certificates (from 10 onwards)
3. ID proof-Aadhar/Pan Card/Passport

2. Residential Proof

4. Recent photograph [4 passport sizes]

Please note the offer is valid subject to verification of your documents related to both education and work experience as mentioned in your profile and you clearing the Background verification and medical tests. You agree and understand that if in any manner the background verification fails, Thryve reserves its right to terminate you with seven days' notice.

For Thryve Digital Health LLP

Shrinivas Ayyagari

Chief Human Resources Officer

### THRYVE DIGITAL HEALTH LLP

Registered Office: 8<sup>th</sup> Floor (Module 1 to 4), Cambridge Tower, Ramarajan IT City SEZ, Rajiv Gandhi Salai (OMR) Taramani, Chennai-600 113.  
Ph: 044-66511000 | Fax: 044-66511001

LLPIN: AAG-3313. THRYVE DIGITAL HEALTH LLP is registered with limited liability under the Limited Liability Partnership Act of 2008

Thryve confidential

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 113



**OFFER LETTER**

03<sup>rd</sup> Aug 2023

Kumudha M  
Chennai

Dear **Kumudha,**

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

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

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

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

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

Yours faithfully,

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

  
**HUMAN RESOURCES**

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

**Annexure 1**

Salary Working				
<b>Name:</b>	Kumudha M			
<b>Designation:</b>	Specialist - Insurance Collections	<b>Grade:</b>	E1	
	<b>Explanatory Notes</b>	Monthly	Annual	
FIXED COMPONENTS (A)				
Basic Pay	50%	on TGC	18,731	2,24,775
House Rent Allowance	50%	on Basic Pay	9,366	1,12,388
Statutory Bonus	As per the Act		1,892	22,704
Leave Travel Allowance (LTA)*	As per policy		-	-
Special Allowance	Balancing Component		5,674	68,083
<b>TOTAL (A)</b>			<b>35,663</b>	<b>4,27,950</b>
STATUTORY BENEFITS (B)				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Gratuity	As per the Act		-	10,812
<b>TOTAL (B)</b>			<b>1,800</b>	<b>32,412</b>
<b>TOTAL (A+B)</b>			<b>37,463</b>	<b>4,49,550</b>
OTHER EARNINGS (C)				
Retention Bonus (MONTHLY)			3,122	37,462
Festival Bonus (ONE TIME PAYOUT)			1,561	18,731
<b>TOTAL (C)</b>			<b>4,683</b>	<b>56,193</b>
CONDITIONAL ALLOWANCE (D)				
Conditional Night Shift Allowance (US) # 22 days			3,300	39,600
Joining Bonus (Applicable for a window period)			-	-
<b>TOTAL (D)</b>			<b>3,300</b>	<b>39,600</b>
<b>TOTAL (A+B+C+D)</b>			<b>45,446</b>	<b>5,45,343</b>
<b>Approximate Net Take Home Salary</b>			<b>40,076</b>	
BENEFITS				
Personal Accident Cover				10,00,000
Personal Accident Disability Cover				5,00,000
Group Term Life Insurance Cover				10,00,000
Employee Direct Linked Insurance Cover				7,00,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				1,50,000
DEDUCTIONS				
Statutory Deductions like: - Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules.				
Tax Exemption on LTA will be provided as per prevailing IT Rules on production of proofs.				
Applicable only if working in US time zones and is subject to number of days worked.				
Joining Bonus - Applicable for a window period				
Maximum Incentive based on accomplishment of targets & individual performance Rs. 10,750/- per month. (Applicable for staff below "D2")				
Gratuity as per prevailing rules				
TDS applicable for staff falling under the tax slab				

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

26 July 2023

Mr. Khuswant Kallash  
50A G2 Arumugam Apartments, Chittlapakkam,  
600063

## Your appointment as Analyst in Technology Consulting

Dear Khuswant,

With reference to your application and the subsequent interview(s) you have had with us, we are pleased to confirm your appointment for the above position in Ernst & Young LLP subject to the following terms and conditions. Further, we understand that you have appeared / will be appearing for Final exams. This appointment is subject to you clearing said exams. In case you are unsuccessful this appointment will automatically be void.

### 1. Job Title

You shall be designated as **Analyst in Band 6**.

The designation and band are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect, thereof. The Management retains the right at all times to change / modify / amend the titles/ designations or to rearrange the band structure, which may impact the above fact.

### 2. Annual compensation

- a. Your annual compensation including benefits, allowances, and perquisites, if any, payable by the Firm is **INR 4,50,000 per annum (Rupees Four Lakh Fifty Thousand Only)**. A typical break up is provided as an illustration in Annexure A to this Agreement.
- b. Besides this you will be eligible for Gratuity as per Payment of Gratuity Act, 1972. You may note that as per the Act provisions there is an upper limit of 20 Lakh.
- c. Your compensation will be subject to income tax as per the provisions of the Income Tax Act, 1961.

### 3. Date of joining

As agreed, you shall join the services of the Firm on **14 August 2023**.

### 4. Probation

You shall be on probation for a period of **(6) months** from your date of joining, the period of which may be further extended at the discretion of the Management. After completion of the probation period and subject to your performance your appointment shall be confirmed in writing.

Ernst & Young LLP, a Limited Liability Partnership with LLP Identity No. AAB-4363  
A member firm of Ernst & Young Global Limited, Regd. Office: 22, Canara Street, 3rd Floor, Block C, Kolkata - 700016

*B. Kallash*  
**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVANDRA, LAKSHMIPURAM, CHENNAI - 600 073**



Building a better  
working world

- e. **Conditions precedent:** This appointment is valid subject to (a) your being medically fit, (b) your furnishing at the time of joining, documents in proof of your having been relieved by your present employer, and (c) our receiving satisfactory references on your background.
- f. **Privity of contract:** The terms of this Agreement may only be enforced by a party to this Agreement.
- g. **Governing law and dispute resolution:** This Agreement, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed to accordance with Indian law. In case of any dispute in relation to this Agreement the decision of the Management of the Firm shall be final and binding.
- h. **Certificate of Practice:** If you currently hold a Certificate of Practice (CoP) issued by the Institute of Chartered Accountants of India, you hereby undertake to surrender the CoP with immediate effect, and provide us with evidence thereof. If you are a Chartered Accountant and do not currently hold a CoP issued by the Institute of Chartered Accountants of India, you hereby undertake not to apply for such CoP unless instructed or required by the Firm to do so.
- i. You will disclose any directorships, trusteeships or other personal appointments held by you. You will consult and inform the Firm's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Firm's policies on the Directorship Evaluation Tool (DET) within 15 days of your date of joining. You will further notify or obtain prior approval, as applicable, from the Risk Management team, for any changes in the appointments that you may hold in the future.

Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this Agreement and return the same to us for the Firm's records.

Yours sincerely,

For Ernst & Young LLP

Anshula Verma

Authorised Signatory

I hereby accept the position and terms and conditions of employment offered.

Signature

Date

14-8-23

Khuswant Kailash

B. Kalpana

Principal

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



**Annexure A**  
**Illustrative compensation break-up**

Particulars	Annual Values (INR)	
<b>(A) Salary Components</b>	<b>4,19,400</b>	
Basic Salary:	2,53,200	
House Rent Allowance:	1,26,600	
Special Allowance:		
Conveyance Allowance:	39,600	
<b>(B) Other Perquisites</b>	<b>30,600</b>	
Firm's Contribution to Provident Fund:	30,384	
Year End Ex-Gratia	216	
<b>(C) Annual Fixed Compensation (A+B)</b>	<b>4,50,000</b>	
<b>(D) Other Benefits</b>	<b>32,173</b>	
Gratuity (accrual)	12,173	
Firm's contribution towards Medical Insurance	20,000	
<b>(E) Total Compensation (C+D)</b>	<b>4,82,173</b>	
<b>(F) Annual performance bonus (earning potential)</b>	Min. 0%	Max. 12%
	0	54,000
<b>Annual total earning potential (E+F)</b>	<b>4,82,173</b>	<b>5,36,173</b>

*B. Kalra*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
 GOVRIYAKKAM, Chennai - 600 073.





Dec 20<sup>th</sup> 2023

**Letter of Offer**

Dear LATHA E,

*Congratulations!*

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

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

Wishing you a long and progressive association with IFB.

Yours truly,

For IFB Industries Limited

**Bikram Nag**

**Joint Executive Chairman & Manager Director**

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



# Smartail

Dear G.Lavanya,

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  
GOWRIWAKKAM, CHENNAI 600 024

### **Annual Compensation**

#### **Gross Annual salary**

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

#### **Compensation Review**

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

#### **Other Details**

#### **Probation**

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

#### **Transferability**

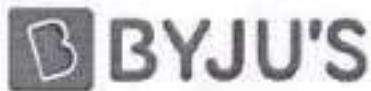
Your initial place of posting will be **Chennai, India**. However, your services are liable to be transferred from one location to another, anywhere globally. Even though the Company may depute you Overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising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

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

This employment may be terminated at any time:

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

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
I.T.C AND SCIENCE COLLEGE  
MADAKKAM, CHENNAI - 600 074



## Offer Letter

Date : Monday, September 4, 2023

Dear Lavanya K,

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.686,AND 687C,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. Kalpane**  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

Annexure - A

Compensation Details	
Name	Lavanya K
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
<b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b>	<b>₹358,400.00</b>
Deductions	
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

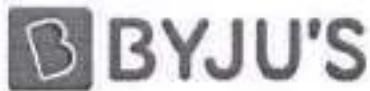
**Key Points**

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.



## Offer Letter

Date : Monday, September 4, 2023

Dear Lavanya N,

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	Lavanya N
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

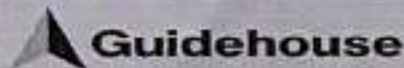
**Key Points**

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.



GUIDEHOUSE INDIA PRIVATE LIMITED  
(Formerly Navigant BPM (India) Private Limited)

CIN No: U74999KL2004PTCO16903

Regd. Office 3<sup>rd</sup> Floor, Bhavani Building, Phase 1, Technopark, Trivandrum-695581, Kerala, India Phone: +91-471-2700680

July 9, 2023

**S.Lavanya**

Subject: Offer of Employment

Dear Lavanya,

We thank you for exploring career opportunities with Guidehouse India. You have successfully completed our selection process and we are pleased to make you an offer of employment.

You have been selected for the position of **Junior Process Associate**, Your Cost to Company, CTC, which includes all benefits, will be **Rs.550,008** per annum as detailed in Annexure-I.

Your appointment is effective from the date of joining, which shall be on or before **July 18 2023**.

Your initial place posting will be at the temporary office in Chennai (The Hive, SRP Stratford, No.5, Rajiv Gandhi Salai, Kottivakkam, Chennai - 600 041). However, during your employment with us, depending upon the requirements of Company's business, you may be posted / transferred to any other units, group companies, offices, or clients of the group, either in existence or would come into existence, either in India or abroad at the sole discretion of the Company.

Guidehouse India operations are on a 24/7 schedule which means that you will periodically be required to work night shifts. In addition, if the situation so demands, you may sometimes be called upon to extend your normal work shift into the next shift.

You will be on a six (6) month probation period from the date of your joining. Upon successfully completing the probation period and after an evaluation of your performance, your service continuation may then be confirmed writing by management.

In the event you tender your resignation with the company, you will be required to give 3 months' notice or an amount equivalent in lieu thereof.

You will also execute a Service, Non-Disclosure and Confidentiality Agreement as applicable to employees of your category, from time to time which aims to protect the intellectual property right and business.

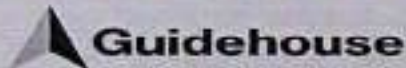
At the time of your joining kindly bring the following original documents for verification along with a photocopy, which would be retained for our record.

1. Photographs (8 passport size plus - stamp size)
2. S.S.L.C and H.S.C Mark sheets or equivalent
3. Graduation / Post Graduation certificate and mark sheets for all semester.
4. Relieving Letter/Service Certificate (if employed previously)

*B. Kalpana*  
PRINCIPAL

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





GUIDEHOUSE INDIA PRIVATE LIMITED  
(Formerly Navigant BPM (India) Private Limited)

CIN No: U74999KL2004PTCO16963

Regd. Office 3<sup>rd</sup> Floor, Bhavani Building, Phase 1, Technopark, Trivandrum-695581, Kerala, India Phone: +91-471-2700680

5. Passport/Proof of Address
6. Form 18 along with earning certificate for IT purpose
7. PAN card
8. Aadhaar card

Your employment will be subject to a background check in line with Guide house India background check policy. A specially appointed agency will conduct external background checks which in general would be completed within one month of joining. If the background check reveals unfavorable results, you will be liable to disciplinary action including termination of service without notice.

Kindly confirm your acceptance of this offer by accepting in the system within seven (7) working days of receiving this letter. Please indicate your date of joining via email to your recruiter. Failure to accept and provide a date of joining within the seven-day timeframe will cancel and void the offer

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

Sincerely yours,

Saji Zacharia,  
Director-HR

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

December 15, 2023

## Offer of Employment

Lawanya priya k

Email id: [lawanya82310@hotmail.com](mailto:lawanya82310@hotmail.com)

Mobile No.: +91-77026693790

Dear Lawanya priya k

Thank you for exploring career opportunities with BlueOrbit Technology Pvt Ltd. You have successfully completed our initial selection process and we are pleased to make you an offer with below terms and conditions.

Designation	<b>Trainee – Business Data Analyst</b>
Compensation	You shall be compensated at the rate <b>Rs. 5,50,000/-</b> (Rupees Five Lakhs and Fifty Thousand Only) per annum subject to all applicable taxes and other statutory deductions.
Acceptance of offer	To be confirmed by email to HR Team ( <a href="mailto:bpandurangan@hexalytics.com">bpandurangan@hexalytics.com</a> ) within 3 days. If not accepted within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.
Expected date of Joining	Post your acceptance, this offer letter is valid till your expected date of joining is on or before <b>December 21, 2023</b> and reporting time is 10.00 AM.
Appointment letter & Employment Agreement	Your Appointment Letter will be issued and you will be required to execute an employment letter on the date of joining. The joining formalities and induction will be carried out in our <b>Chennai Office/ Virtual On boarding</b> . Benefits will be as per company's policies and will be detailed during on boarding.
Non-Compete/Disclosure/Solicitation	You will be required to execute the Noncompete/Disclosure and Solicitation Agreement, which among other things specifies that: <ul style="list-style-type: none"><li>• For a period of one year after termination of your employment you will not<ul style="list-style-type: none"><li>• Directly or indirectly solicit to provide or provide any professional services such as those provided by the Company", for anyone who was a client of the Company at any time during the twelve months prior to the termination.</li><li>• Directly or in directly, without prior written consent of the Company, solicit employment for yourself or any company or entity with which you may be associated, any employee of the Company or otherwise disrupt, impair, damage or interfere with</li></ul></li></ul>

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

	<p>the Company's relationship with its employees.</p> <ul style="list-style-type: none"> <li>• Upon termination of your employment, you will not remove, retain, copy or utilize any confidential, privileged or proprietary information, trade secrets or other properties of the Company including, but not limited to, manual and software files, client lists, materials and data.</li> </ul>
Works for Hire and Intellectual Property	<p>You will be required to execute the Intellectual Property Agreement with the company, which among other things specifies that:</p> <ul style="list-style-type: none"> <li>• You agree that all the work you do for the company, in pursuance of this employment, are Works for Hire and the company retains intellectual property in all the inventions, discoveries and development that you do or identify during the course of and in direct connection with the employment. You agree to fully cooperate with the company in filing any patents or copyrights that the company may want to pursue relating to any such discoveries, inventions, designs and/or developments that may be made.</li> </ul>
Soft Copy of Documents to be shared one week before the expected joining date to HR.	<ul style="list-style-type: none"> <li>• All educational certificates (from 10<sup>th</sup> till Higher Graduation)</li> <li>• Additional Certifications, if any</li> <li>• Offer, Experience/relieving letters of all companies</li> <li>• Last 3 salary slips from your previous organization</li> <li>• One Passport size photograph</li> <li>• PAN, Passport and Aadhaar</li> </ul>

We are looking forward to a long-term, mutually rewarding association between us, and take pleasure in welcoming you on board.

Sincerely,

For BlueOrbit Technologies Pvt Ltd.,

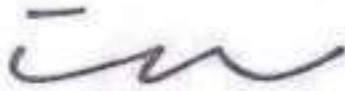


Anand Thiagarajan

Vice President - Human Resources

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

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# INNOVATE NETWORKS

E-SERVICES PVT LTD.

## Letter of Offer

1st June 2023

Name: Layola S

Chennai

Phone no: +91 9845670098

Dear Layola S,

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

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

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

#234, 1 Floor, 16th Main, 22 Cross, HSR Layout - Sector 3, Bangalore

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

B. Kalpana  
PRINCIPAL

560021 Phone: 080-69-000-69  
ARTS AND SCIENCE  
GOWRNKINARA CHENNAI-600 073.  
KARNATAKA 2009PTC05 1984



# INNOVATE NETWORKS

E-SERVICES PVT LTD.

Annexure

(Salary Break-up)

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

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

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

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

CIN: U72400KA 2009PTC05 1984

*B. Kalpana*  
**PRINCIPAL**

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



# Muthoot Finance



Ref: HRD PL/03020/2030

28-March-2023

To,

**Ms. Leelavathi P**  
No.16, Bajajai Kovil Street,  
Medavakkam Koot Road,  
Chennai-600100

Dear Leelavathi,

**Sub: Employment Offer**

This is in reference to the interview & discussion we had on 15<sup>th</sup> March 2023.

Thank you for choosing Muthoot Group for building your career.

We are pleased to offer you the position of **Management Trainee - Credit** based out of Bangalore location and the **Grade will be Management Trainee Grade** with an Annual CTC Salary of **Rs. 3,75,000/-** (Rupees Three Lakh Seventy Five Thousand Only). The salary break up is enclosed in ANNEXURE -1.

You are requested to submit MRE (Medical Examination Report) on or before 15 days from your offer letter, failing which your Employment offer would be void.

KPI & KRA in your proposed assignment will be provided to you at the time of joining. Your initial posting will be at Corporate Office Bangalore.

Please confirm your acceptance of our offer by return mail. On acceptance of the offer, you will have to report for duty on or before 3<sup>rd</sup> May 2023 at the address below.

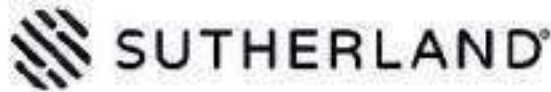
**MUTHOOT FINANCE LIMITED,**  
Personal Loan Head Office,  
Plot Number- 90, Second Floor,  
Kacharakamahalli, Kariyapalaya,  
Langarapuram, Bangalore-560084  
Contact Person: Mr. Bhaskar Ganguly- Manager-HR(91 64282102)

With Warm Regards,  
For Muthoot Finance Ltd.

Sanoj  
Ramakrishna  
Digitally signed by  
Sanoj Ramakrishna  
Date: 2023.03.29  
14:33:44 +05'30'

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

Authorized Signatory  
Enclosed: Annexure 1 and Annexure 2



June 06, 2022

Dear Lilly R,

**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 this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 13, 2022** 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.225,000.00 /-** per annum (Rupees Two Lakhs Twenty Five Thousand Only), the details of which are given in the annexure of the appointment letter.

You shall report to **Shiva Thangavel** 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. On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a continues process and if any discrepancy is observed during the course of background verification which is against the policies of the Company, we will take appropriate action including immediate cessation of your employment without any further liability to Company.

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules,

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

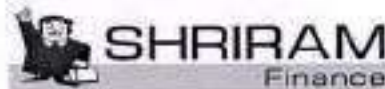
**Sutherland Global Services Private Ltd.**  
**Annexure**

**Name of the Employee: Lilly R**  
**Designation: Associate-CS Internet**  
**Date of Joining: June 13, 2022**  
**Level: 1**

Components	Rs. Per month	Rs. Per annum
<b>FIXED PAY (A)</b>		
Basic Salary	5,234.00	62,812.00
House Rent Allowance	2,617.00	31,406.00
Bonus	1,907.00	22,879.00
Medical Reimbursement	1,250.00	15,000.00
Special Allowance	3,197.00	38,366.00
<b>SKILL BASED PAY (B)</b>		
Skill Based Pay	750.00	9,000.00
<b>Gross Salary (A + B)</b>	<b>14,955.00</b>	<b>179,463.00</b>
<b>PERFORMANCE INCENTIVE (C)</b>		
Performance Incentive	2,750.00	24,750.00
<b>STATUTORY BENEFITS AND INSURANCE (D)</b>		
Employer's Contribution to PF	1,481.00	17,767.00
Gratuity	252.00	3,020.00
<b>CTC ( A + B + C + D )</b>	<b>18,750.00</b>	<b>225,000.00</b>
Net Salary (Gross-PF-ESI)	13,363.00	160,350.00
Potential Earning (Net Salary + Performance Incentive)	16,113.00	185,100.00

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





December 16, 2023

Ref No: CAN088068

Mr. LOGESH K

12, Kamatchi Amman Nagar,  
Pallickaranai, Chennai  
Tamil Nadu-500100.  
Mob No.: 7696789901

Dear Mr. LOGESH K

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

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

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

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

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

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

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

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

For **SHRIRAM FINANCE LIMITED**

**A. GANESH**  
SENIOR VICE PRESIDENT

(Accepted)

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

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



**REMUNERATION DETAILS OF MR.LOGESH K**  
**(BUSINESS EXECUTIVE - OP3)**

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

**NOTE:**

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

For SHRIRAM FINANCE LIMITED

A.GANESH  
SENIOR VICE PRESIDENT

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

(Accepted)



**Expertrons**  
Inspire Success

@expertrons

@expertrons

@expertrons

Date : 12th June, 2023

Private & Confidential

To,  
Logesh,

Subject: Offer Letter

Dear Logesh,

It gives us great pleasure to welcome you to be a part of Expertrons Technologies Pvt. Ltd. family.

Further to your application and subsequent interview, we are pleased to offer you the position of **Business Development Executive**. Your date of joining would be **15th June 2023**.

We will be offering you this position at an emolument of **Rs. 4,20,000 (Four Lakhs Twenty Thousand Only) per annum**, which includes a **(Fixed Gross Monthly Component of Rs. 27,500/- Fixed Incentive (disbursed quarterly) Component of Rs. 2,500/- and Monthly Variable Component of Rs. 5,000/-) per month** consolidated as mentioned in Annexure A. The organization currently adheres to a **two months' probation period**. During this time you should evaluate the position to make certain it satisfies your job expectations and needs while management evaluates your suitability for the position.

We believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with **Expertrons**.

Your appointment will be governed by the terms and conditions presented in **Annexure A**.

In addition to the key policies mentioned on the following pages, you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies can be found on our HRMS. Please go through them immediately upon joining.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

**PRINCIPAL**

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



[www.expertrons.com](http://www.expertrons.com)



RT- 401, Kanakia Boomerang, Chandivali Farm Rd, Yadav  
Nagar, Chandivali, Powai, Mumbai-400072



**Expertrons**  
Inspire Success

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 @expertrons  
 @expertrons

26. Preceding, during and succeeding the period of employment, (i) you agree that you will not disparage or criticize the Company or its Affiliates, or their respective businesses, management, directors, business practices, or equity holders (the "Company Entities") and that you will not otherwise do or say anything that could disrupt the good morale, or otherwise harm the interests or reputations, of the Company Entities and (ii) you agree that you will not disparage or criticize the product, services or the offerings of the company on any public forum, blogs, social network etc. In case of breach of this clause, the company will be liable to take legal action against you.

27. You need to report to the office, Address: B1 - 401, Kanakia Boomerang, Chandivali Farm Road, Yadav Nagar, Chandivali, Powai, Mumbai, Maharashtra 400072.

I have negotiated, agreed, read, and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Congratulations!

Warm Regards,

*Krishna*

Krishna Sapariya  
HR Manager

Date: 15-06-2023

Name: Jogesh

Place: Chennai

Signature: *Jogesh*

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



www.expertrons.com



B1- 401, Kanakia Boomerang, Chandivali Farm Rd, Yadav  
Nagar, Chandivali, Powai, Mumbai - 400072

## Offer Letter

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

Logesh S  
No.45, Kalamegam 1st Cross Street,  
Sembakkam, Tamil Nadu

Dear Logesh ,

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,



Priya Sharma  
HR Manager

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

MSX International  
104, Building No-7,  
1st Floor, Sector 2, Millenium  
Business Park, MDC, Mahape,  
Navi Mumbai-400701, India  
Tel: +91 22 6735 4900  
E-mail: info@msxl.com  
Sewells Group India Private Limited  
CIN No. U74999MH2002PTC135618

Compensation Offer Sheet

Name: Logesh S

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

Logesh

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

Dear Lokesh D,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

**4. Compensation Package:**

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

**4.2. Allowances:**

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food, fuel, communication through Sodexo multi benefit card (At present this is Rs. 67,200 p.a.)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

**4.3. Other Benefits:**

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at Rs. 150,000 /- p.a.)

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

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be June 1, 2023.

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

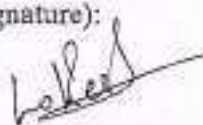


**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on 1 | 06 | 23

Date: 1 | 06 | 23

(Signature):



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





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

29 September 2022  
S Lokesh  
9, Krishna Nagar 1st Street,  
Perungudi  
Chennai  
600076

Dear S Lokesh,

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, Gere Commerzone SEZ, Survey No. 65,  
Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716900 Website: barclays.com

*B. Kalpana*  
PRINCIPAL

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

Salary

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

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

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

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

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

Discretionary Incentive Award

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

Statutory and Other Benefits

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

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

Annual Leave

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

*B. Kalpana*  
**PRINCIPAL**

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

HRD-OFFR-/68/AR/0811

11/2/2023

**Loorthu Asika Y**  
NO 3/67, Karpagam Street,  
Mambakkam,  
TAMIL NADU  
600169

Offer LetterDear **Loorthu Asika Y**

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

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

Terms and Conditions of Employment:

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

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

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

*B. Kalpana*  
PreludeSys India Private Limited

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

Phone : +91 44 47222020  
E-mail : [hr@preludesys.com](mailto:hr@preludesys.com)  
CIN : U72200TN19990015163 (GATEWAY TO GREAT PLACES)  
11, WAKKIAKAVU, CHENNAI - 600 053

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

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

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

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

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

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

Retirement Retirement will be exercised as per our retirement policy.

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

For PreludeSys, India Pvt Ltd

Prasad Reddy  
AVP - HR & IT

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

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

Lokesh Anika  
Employee's Signature

Date: 03/11/2023

B. Kalpana  
PreludeSys India Private Limited

Regd. Office : No. 3/A3, 1st Cross Street, SIPCOT Industrial Estate, Sriruseri - Chennai - 603103.

PH: 9445176001 | WWW.PRELUDESYS.COM  
GSTIN: 33ABCT28214201  
CIN: U72000TN3000041576 | GSTA: 33ABCT28214201  
CHENNAI - 600015

Salary Annexure

Candidate Name	Loorthu Aasika Y	Level	P0
Designation	Trainee - Customer Care	Department	IN - KPO
		Variable %	0
<b>Particulars</b>	<b>Monthly (Rs)</b>		<b>Yearly (Rs)</b>
Basic Pay (40% of your annual TCTC)	10000		120000
HRA	5000		60000
<b>Basic and HRA Total</b>	<b>15000</b>		<b>180000</b>
ESI - Employer (3.25% of your monthly fixed)	0		0
PF - Employer	1800		21600
Insurance	355		4380
Gratuity	481		5772
<b>Statutory Employer</b>	<b>2646</b>		<b>31752</b>
Car Lease, Fuel, and Maintenance (1800/2400 pm)	-		-
Leave Travel (@ 3 months basic pay once in 2 years)	-		-
Internet / Mobile reimbursement (1000 pm)	-		-
Professional Development (2000 pm)	-		-
Food (1100/2200 pm)	-		-
<b>Flexi Benefits Total (as per employee option)</b>			
<b>Special Allowance</b>	<b>7354</b>		<b>88248</b>
Professional Tax	208		2496
ESI Contribution by Employee (0.75% of your monthly fixed)	0		0
PF Contribution by Employee	1800		21600
<b>Total Statutory Deductions</b> (This will be in line with current prevailing Govt. norms)	<b>2008</b>		<b>24096</b>
<b>Net Take Home</b>	<b>20348</b>		<b>244152</b>
<b>Fixed CTC</b>	<b>25000</b>		<b>300000</b>
<b>Variable Pay (*payout as per VP policy)</b>	<b>0</b>		<b>0</b>
<b>Total CTC</b>	<b>25000</b>		<b>300000</b>

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

*B. Kalpana*  
Principal  
PreludeSys India Private Limited

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

PRINCE SRI LAKSHMESHWARA  
IIT AND SCIENCE COLLEGE  
GOVINDAVALLAM, CHENNAI - 600 773



**STRICTLY PRIVATE & CONFIDENTIAL**

ABFRL: HR: 2023

13 Feb 2023

**EMPLOYMENT AGREEMENT**

**MadhanKumar K**

**Emp No. 025078**

**Dear MadhanKumar K**

**Welcome to Team ABFRL!!**

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

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

**Divisional Office:**

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

Telephone : +91 80 67271600  
Website : www.abfri.com  
custmerservice@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-L18101MH2007PLC233901

*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 Pantalons 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](http://www.abfri.com)

[customerservice@abfri.ladityabirla.com](mailto:customerservice@abfri.ladityabirla.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

January 19 , 2023

Madhavan Velayutham

33, Tamil Poonga Cross Street, Irumbuliyur  
West Tambaram, Chengalpet,  
Tamil Nadu- 600045 India

Dear Madhavan ,

Sub: Offer Letter

Congratulations!

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

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

The terms and conditions of your appointment are as follows -

#### 1. SALARY & JOB BAND

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

#### 2. INITIAL PLACE OF POSTING

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

#### 3. JOB ASSIGNMENTS

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

#### 4. TRANSFER

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

#### 5. SERVICE CONDITIONS

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

*B. Kalpana*  
PRINCIPAL



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

**14. MINIMUM SERVICE PERIOD**

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

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

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

**15. EMPLOYMENT RELATIONSHIP**

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

**16. SHIFTS**

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

**17. ACCEPTANCE**

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

For Williams Lea India Pvt. Ltd.



Anandaraj George  
Senior Manager – HR Operations

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

Signed: 

Name: MADHAVAN.R

Date: 21.06.2022

B. Kalyana  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
CONFIDENTIAL  
SRI VENKATESHWARA COLLEGE  
GOVINDARAJAN, CHENNAI - 600 073



April 12, 2023

Dear Madhumitha,

Welcome to VDart Group!

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

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

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

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

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

Thanking you,

Yours faithfully,

MohanaSundaram  
Assistant General Manager - HR

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

August 7<sup>th</sup>, 2023

Magesh M  
Chennai

**OFFER OF EMPLOYMENT**

Dear Magesh,

With reference to your application and subsequent interview undergone, we are pleased to offer you employment in our Organization on the following terms and conditions:

You will be designated as **Executive — QC for Diagnostics Division**.

1. Your salary details are given in the Annexure — II. However, your compensation will be altered/ Changed from time to time in line with the compensation policy and practices of the company. Your compensation data is highly confidential and should only be discussed with your reporting manager or the HR Department.
2. You will be based at Chennai. Your job requires you to travel all regions. You will be provided with such allowances for travel, lodging and boarding as is prevalent in our organizational travel manual whenever you are on tour.
3. By accepting this offer letter, you hereby confirm that you would abide by the company policies, as amended time to time.
4. As per company policy, the probation period applicable to you shall be six months. After completion of your probation period, your services will be confirmed in writing within one month from the date of completion of your probation period.
5. Your services during the period of probation shall be liable to be terminated giving notice as per company policy. Likewise, probationer will also be competent to terminate his/her contract of employment as per the policy. The waiver of the notice period fully or partially is at the

**Trivitron Healthcare Pvt. Ltd.**

#15, IV Street, Abhiramapuram, Chennai - 600 018, India.  
Ph: 491 - 44 - 2498 5050. Fax: +91 - 44 - 2498 6757 [ 2467 / 2762  
E-mail: [gfaupmarketing@trivitron.com](mailto:gfaupmarketing@trivitron.com)

[www.trivitron.com](http://www.trivitron.com)

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



Your joining date (mutually agreed between you and HR) will be intimated to you. Without confirmation from HR regarding your joining date you will not be allowed to complete joining formalities.

Please sign and return this letter to HR, as a token of your acceptance.

Best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

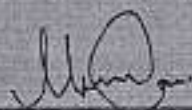
For Trivitron Health Care Pvt. Ltd.



Chandra Ganjoo

Executive Director & Group CPO

I agree to the above terms and conditions.



Magesh M.

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

**Trivitron Healthcare Pvt. Ltd.**

#15, IV Street, Abhiramapuram, Chennai - 600 018, India.  
Ph: +91 - 44 - 2498 6050, Fax: +91 - 44 - 2498 6757 [ 2467 ] [ 2752  
E-mail: [groupmarketing@trivitron.com](mailto:groupmarketing@trivitron.com)

[www.trivitron.com](http://www.trivitron.com)




Bangalore [+91 80 4534 8988] | Delhi [+91 11 4135 4450] | Hyderabad [+91 40 6541 8910] | Kolkata [+91 33 2465

0298/0469] | Mumbai [+91 22 6661 2526/27726, 6610 1589/90]

Branch Offices: Ahmedabad, Chandigarh, Cochin, Coimbatore, Jaipur, Lucknow, Nagpur, Pondicherry, Pune, Sri Lanka & Dubai

Annexure - II

Pay and Allowances			
Name of the Employee: Magesh M			
Designation: Executive - QC			
Division: Diagnostics			
Location: Chennai			
Pay and Allowances effective from DOJ			
S.NO	Particulars	Amount in rupees per month	Amount in rupees per annum
1.	Basic Pay	15,000	1,80,000
2.	House Rent Allowance	6,000	72,000
3.	Special Allowance	145	1740
4.	Gross Pay	21,145	253,740
5.	Provident Fund @ 12% on basic pay(Employer Share)	1,800	21,600
6.	Gratuity	722	8,664
7.	Total CTC	23,667	284,004
Medical Insurance coverage of INR 2 Lac for self, spouse & 2 kids			
Accidental Insurance coverage of Twice the CTC for self			



Chandra Ganjoo  
Executive Director & Group CPO



Magesh

**Trivitron Healthcare Pvt. Ltd.**

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



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Branch Offices: Ahmedabad, Chandigarh, Cochin, Coimbatore, Jaipur, Lucknow, Nagpur, Pondicherry, Pune, Sri Lanka & Dubai



# genpact

Transformation  
Happens Here  
BFS

Date: May 30, 2023  
Mageshwari R  
Chennai

Dear Mageshwari

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 15days. 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 duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while traveling 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: U73100DL2005PTC307363

Regd. OR: 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**



# 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 here in 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

Mageswari R

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



**Expertrons**  
Inspire Success

@expertrons  
 @expertrons  
 @expertrons

Date : 12th June, 2023

Private & Confidential

To,  
Mageshwari,

Subject: Offer Letter

Dear Mageshwari,

It gives us great pleasure to welcome you to be a part of Expertrons Technologies Pvt. Ltd. family.

Further to your application and subsequent interview, we are pleased to offer you the position of **Business Development Executive**. Your date of joining would be **15th June 2023**.

We will be offering you this position at an emolument of **Rs. 4,20,000 (Four Lakhs Twenty Thousand Only) per annum**, which includes a **(Fixed Gross Monthly Component of Rs. 27,500/- Fixed Incentive (disbursed quarterly) Component of Rs. 2,500/- and Monthly Variable Component of Rs. 5,000/-) per month** consolidated as mentioned in Annexure A. The organization currently adheres to a two months' probation period. During this time you should evaluate the position to make certain it satisfies your job expectations and needs while management evaluates your suitability for the position.

We believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with **Expertrons**.

Your appointment will be governed by the terms and conditions presented in **Annexure A**.

In addition to the key policies mentioned on the following pages, you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies can be found on our HRMS. Please go through them immediately upon joining.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

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



[www.expertrons.com](http://www.expertrons.com)



B1- 401, Kanakia Boomerang, Chandivali Farm Rd, Yadav  
Nagar, Chandivali, Powai, Mumbai-400072





**Expertrons**  
Inspire Success

@expertrons

@expertrons

@expertrons

26. Preceding, during and succeeding the period of employment, (i) you agree that you will not disparage or criticize the Company or its Affiliates, or their respective businesses, management, directors, business practices, or equity holders (the "Company Entities") and that you will not otherwise do or say anything that could disrupt the good morale, or otherwise harm the interests or reputations, of the Company Entities and (ii) you agree that you will not disparage or criticize the product, services or the offerings of the company on any public forum, blogs, social network etc. In case of breach of this clause, the company will be liable to take legal action against you.

27. You need to report to the office, Address: B1 - 401, Kanakia Boomerang, Chandivali Farm Road, Yadav Nagar, Chandivali, Powai, Mumbai, Maharashtra 400072.

I have negotiated, agreed, read, and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Congratulations!

Warm Regards,

*Krishna*

Krishna Sapariya  
HR Manager

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

Date: 15 - 06 - 2023

Name: *Mageshwari*

Place: *Chennai*

Signature: *Mageshwari*



August 7<sup>th</sup>, 2023

Magisha B  
Chennai

**OFFER OF EMPLOYMENT**

Dear Magisha,

With reference to your application and subsequent interview undergone, we are pleased to offer you employment in our Organization on the following terms and conditions:

You will be designated as **Executive — QC for Diagnostics Division.**

1. Your salary details are given in the Annexure — II. However, your compensation will be altered/ Changed from time to time in line with the compensation policy and practices of the company. Your compensation data is highly confidential and should only be discussed with your reporting manager or the HR Department.
2. You will be based at Chennai. Your job requires you to travel all regions. You will be provided with such allowances for travel, lodging and boarding as is prevalent in our organizational travel manual whenever you are on tour.
3. By accepting this offer letter, you hereby confirm that you would abide by the company policies, as amended time to time.
4. As per company policy, the probation period applicable to you shall be six months. After completion of your probation period, your services will be confirmed in writing within one month from the date of completion of your probation period.
5. Your services during the period of probation shall be liable to be terminated giving notice as per company policy. Likewise, probationer will also be competent to terminate his/her contract of employment as per the policy. The waiver of the notice period fully or partially is at the

**Trivitron Healthcare Pvt. Ltd.**

#15, IV Street, Abhiramapuram, Chennai - 600 018, India.  
Ph: +91 - 44 - 2498 5050. Fax: +91 - 44 - 2498 5757 | 2467 | 2782  
E-mail: groupmarketing@trivitron.com



[www.trivitron.com](http://www.trivitron.com)

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Branch Offices: Ahmedabad, Chandigarh, Cochin, Coimbatore, Jaipur, Lucknow, Nagpur, Pondicherry, Pune, Sri Lanka & Dubai

*B. Kalpane*  
**PRINCIPAL**  
PRINCE SHRI

Your Joining date (mutually agreed between you and HR) will be intimated to you. Without confirmation from HR regarding your joining date you will not be allowed to complete joining formalities.

Please sign and return this letter to HR, as a token of your acceptance.

Best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Trivitron Health Care Pvt. Ltd.



Chandra Ganjoo

Executive Director & Group CPO

I agree to the above terms and conditions.



Magisha B.

*B. Kalpana*  
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GOWRIVAKKAM, CHENNAI - 600 073.

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Branch Offices: Ahmedabad, Chandigarh, Cochin, Coimbatore, Jaipur, Lucknow, Nagpur, Pondicherry, Pune, Sri Lanka & Dubai

Annexure - II

Pay and Allowances			
Name of the Employee: Magisha B			
Designation: Executive - QC			
Division: Diagnostics			
Location: Chennai			
Pay and Allowances effective from DOJ			
S.NO	Particulars	Amount in rupees per month	Amount in rupees per annum
1.	Basic Pay	15,000	1,80,000
2.	House Rent Allowance	6,000	72,000
3.	Special Allowance	145	1740
4.	Gross Pay	21,145	253,740
5.	Provident Fund @ 12% on basic pay(Employer Share)	1,800	21,600
6.	Gratuity	722	8,664
7.	Total CTC	23,667	284,004
Medical insurance coverage of INR 2 Lac for self, spouse & 2 kids			
Accidental insurance coverage of Twice the CTC for self			



Chandra Ganjoo  
Executive Director & Group CPO



Magisha

**Trivitron Healthcare Pvt. Ltd.**

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Ph: +91 - 44 - 2498 5050. Fax: +91 - 44 - 2498 5757 | 2467 | 2762  
E-mail: [groupmarketing@trivitron.com](mailto:groupmarketing@trivitron.com)

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PRINCIPAL

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Branch Offices: Ahmedabad, Chandigarh, Cochin, Coimbatore, Jaipur, Lucknow, Nagpur, Pondichery, Pune, Sri Lanka & Dubai

HRD-OFFR-/52/AR/0211  
11/2/2023

Mahadevi Ganeshan  
NO, 35 Vallalar Street,  
Urapakkam,  
TAMIL NADU  
600122

Offer Letter

Dear Mahadevi Ganeshan

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

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

Terms and Conditions of Employment:

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

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

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

PreludeSys India Private Limited

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

Ph: 81-46-67447600 | www.preludesys.com

CIN : U72007TN1398P KC01576 | GSTIN : 33AABCP7252K12C

PRINCIPAL

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

Page 1 of 5

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

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

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

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

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

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

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

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

For PreludeSys India Pvt Ltd

Prasad Reddy  
AVP - HR & IT

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

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

Employee's Signature: Mahadevi  
Date: 31/11/2023

PreludeSys India Private Limited

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

Ph: 81-44-87417600 | www.preludesys.com

CIN: U72300TN1999PTCO4157B ; GSTN: 33AABCP7252K120

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS & SCIENCE COLLEGE  
S... ..  
HSA, A. ACINNAM 599 973

Salary Annexure

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

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

PreludeSys India Private Limited

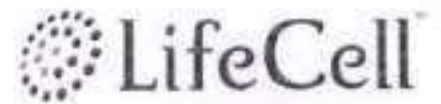
Regd. Office : No. 3/A3, 1st Cross Street, SIPCOT IT Park, Siruseri - Chennai - 603 103.

Ph: 91-44-67412600 | www.preludesys.com

CIN: U72300TN1998PT0041576 | GSTIN: 30AAAC17252K12C

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

Page 4 of 5



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

Ms. Mahalakshmi K,  
Camp Road,  
Venkatamangalam,  
Tamil Nadu - 600044

Dear Ms. Mahalakshmi,

**LETTER OF OFFER**

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

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

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

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

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

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

For LifeCell International Private Limited

Thomas Keerthi F  
Vice President – Human Resources

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



# accesshealthcare™

Date: 01 Mar 2023 19:46

Employee ID: M0249132  
Mr./Ms. Mahalakshmi Vishwanathan  
Assistant Client Partner - AR

## Appointment Letter

Dear Mahalakshmi Vishwanathan,

Thank you for the keen interest you have shown in our organization. Consequent to your application and the subsequent discussions you had with us, we are pleased to appoint you as **Assistant Client Partner - AR** with Access Healthcare Services Private Limited.

We appreciate your entrepreneurial instincts and welcome your decision to join this organization. We are sure that not only will you contribute in your field of expertise but also help build this organization to be a Global Player. In doing so, together we will preserve the Core Values that we stand for.

You are requested to contact **HR Team** at the following address to take on your assignment on **22 May 2023**

**Access Healthcare Private Limited ( HQ ), A9, First Main Road  
Ambattur Industrial Estate, Chennai - 600 058, Tamil Nadu, India.**

In case you need any further clarification / assistance, please get in touch with the under signed.

Please sign and return a copy of this letter to the undersigned at the earliest.

Looking forward to your joining our "Winning Team"

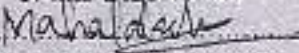
With best wishes,


Yours sincerely,


**I accept this appointment and the Terms and  
Conditions attached.**

Digitally Acknowledged by me on

01 Mar 2023 19:46

  
Signature of the Candidate

  
Samuel S  
Director - HR

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

Name : Mahalakshmi Vishwanathan  
Employee ID : M0249132

Access Healthcare Services Pvt. Ltd  
CIN:U74220TN2011PTCO78925  
Registered Office: Kochar Technology Park, SP-31A,  
3rd Floor, Ambattur Industrial Estate,  
Chennai - 600058, Tamil Nadu, INDIA.  
Phone: +91 44 4310680/81/82,  
Website: www.accesshealthcare.com

Head Quarters  
# A9, First Main Road, Ambattur Industrial  
Estate, Ambattur, Chennai - 600 058,  
Tamil Nadu, INDIA  
Phone: +91 44 42176066.

# accesshealthcare™

## Annexure I

SALARY COMPONENTS	Amount	
	Rs. PM	Rs. PA
Basic	12700.00	152400.00
House Rent Allowance	6350.00	76200.00
Conveyance Allowance	1800.00	19200.00
DA	0.00	0.00
SDA	0.00	0.00
Statutory Bonus	1985.00	23820.00
Special Allowance	5647.00	67754.00
Gross (A)	28282.00	339384.00

### Benefits

Provident Fund	1800.00	21600.00
ESI	0.00	0.00
Medical Reimbursement	0.00	0.00
Retention Incentive	1058.00	12696.00
Gratuity	510.00	7320.00
Total (B)	3468.00	41616.00
Cost To Company (A+B)	31750.00	381000.00

### Insurance Benefits:

a) **Floating Medical Insurance:** Access Healthcare provides a floating medical insurance coverage for expenses related to hospitalization for you and a maximum of three dependents.

**Default Coverage limit: Rs.100,000/- per annum**

b) **Personal Accident Insurance:** This provides you with round the clock financial protection in case of an accident anywhere in India. **Coverage limit: Rs.100,000/-**

### Retirement Benefits:

#### a) Gratuity:

This is an ex-gratia payment paid as gratitude for your continuous service, as per Payment of Gratuity Act, 1972 and is governed by the guidelines laid out by Access Healthcare.

#### b) Provident Fund:

Effective September 1st, 2014 - Provident Fund (PF) scheme has been amended to increase the threshold of the wages for being eligible to benefits under the Provident fund Scheme to INR 15,000/- If your basic salary is above INR 15,000 PF contribution shall be at INR 1800 per month and if your basic salary is less than INR 15,000/- then PF shall be arrived at 12% of your gross salary (excluding HRA). Employer and Employee part of the contribution forms part of your salary structure and is payable as per Employees Provident Fund Act, 1952.

*B. Kalpana*  
**PRINCIPAL**

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

M0249132

**Confidential**

Access Healthcare Services Pvt. Ltd  
CIN:U74220TN2011PTCO79925  
Registered Office: Kochar Technology Park, SP-31A,  
3rd Floor, Ambattur Industrial Estate,  
Chennai - 600058, Tamil Nadu, INDIA  
Phone: +91 44 43108980/81/82,  
Website: www.accesshealthcare.com

Head Quarters  
# A8, First Main Road, Ambattur Industrial  
Estate, Ambattur, Chennai - 600 058,  
Tamil Nadu, INDIA  
Phone +91 44 42176066

November 02, 2023

Mahendhiran Chandrasekaran  
Vinobhaji Nagar,  
Hasthinapuram, Chennai-600064

### OFFER LETTER

Dear Mahendhiran Chandrasekaran,

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

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

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

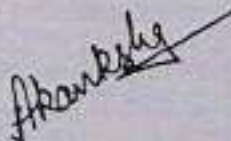
In the following pages, you will see the key terms and conditions that govern your employment and the details of your compensation and benefits.

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

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

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

Sincerely,  
For Navi Technologies Limited



Akanksha Chaturvedi  
(Head - HR)

## TERMS & CONDITIONS OF EMPLOYMENT

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

### JOB ASSIGNMENT

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

### COMPENSATION & LEAVE

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

### BACKGROUND & CREDENTIALS

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

### PROBATION

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



ISO 9001 Certified Company

Date: 16-05-2023

**Dear Mr.Mahmooda Gani H**

Sub: Offer letter for the post of Embedded Trainee

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

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

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

For BETA TECHNOLOGIES IND. PVT. LTD.

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



*B. Kalpana*

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



06/06/2023

Dear MAITHREYAN,

**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  
GOVINDAKKAM, CHENNAI - 600 073.

Sutherland Global Services Private Ltd.

Annexure

Name of the Employee: MAITHREYAN,  
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>19,593</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. Kalpana*  
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  
73, WRIVAKKAM, CHENNAI - 600 042





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

[cgi.com](http://cgi.com)

CIN: U72200KA1990PTCO19138

Personal and Confidential  
17-Aug-23

Ms. Malini S,  
15, Nalkeeran Street,  
West Tambaram,  
Chennai 600044

Dear Malini,

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.

*R. Kalpana*  
PRINCIPAL

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

Ms. Malini 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 3500,000/- per month, starting from fourth month till 12 months from date of joining subject to you being deployed to billable project.
- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance
- CGI will contribute towards Share Purchase Plan (SPP) upto 3.0% of Base Compensation; matching your contribution. It puts into practice company's philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares
- Target Profit Participation Plan (PPP) at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Unit, 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 Mecherappady**  
Senior Vice President

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

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

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

**Malini.S (22-8-23)**  
Signature & Date

31-May-2023

Dear MANIMARAN S,

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

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

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

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

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

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

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

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

Best Regards,

*Subhashish Banerji*

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

*B. Kalpana*

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



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

**14. MINIMUM SERVICE PERIOD**

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

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

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

**15. EMPLOYMENT RELATIONSHIP**

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

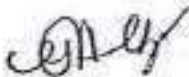
**16. SHIFTS**

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

**17. ACCEPTANCE**


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

For Williams Lea India Pvt. Ltd.



Anandara George  
Senior Manager - HR Operations

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

Signed: 

Name: Hanisundan

Date: 23/06/23

  
PRINCIPAL

PRINCE SHRI VENKATESHWARA



06/06/2023

Dear MANISH,

**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.

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

Sutherland Global Services Private Ltd.

Annexure

Name of the Employee: MANISH,  
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.

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



MiraMed Ajuba Solutions Pvt Ltd

(Formerly Ajuba Solutions (India) Pvt Ltd)

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

GSTIN 133AACCA844801ZX

phone

+91 4461385100

OL/AJP-2022/5838

06/12/2022

Manikandan P  
#11, 2Nd Street, Indira Nagar,  
Velachery,  
Chennai 600129

**OFFER LETTER**

Dear Mani,

Welcome to MiraMed Ajuba!

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

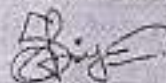
**Offer Validity:** You are required to join duty on or before **14 May 2023** failing which the employment offer stands cancelled. Your appointment is subject to background verification and successful completion of the Induction Training Program in accordance with the Company's Standards.

**Probation:** You would be on probation for a period of 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 6,02,000/-
6. Free transport and food facility is extended to all employees
7. You will be eligible to participate in various Organization Development initiatives and Performance Awards organized by the company
8. You will be eligible for Provident Fund and Gratuity as per the statutory requirements.

For MiraMed Ajuba Solutions Pvt Ltd



Surya D  
Head-HR



Accepted and Signed

B. Kalpana  
PRINCIPAL  
PRINCE SHAI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWTHANUR, CHENNAI - 600143.

Private and Confidential



ISO 9001:2015



ISO 27001:2013

CIN NO: U72200TN3000PTCDS1651

www.mirameditajuba.com

**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/-, Medicclaim 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  
GLIWRIVAKKAM, CHENNAI - 600 073.



Dec 20<sup>th</sup> 2023

**Letter of Offer**

Dear MANISH K,

*Congratulations!*

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

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

Wishing you a long and progressive association with IFB.

Yours truly,

For IFB Industries Limited

Bikram Nag

Joint Executive Chairman & Manager Director

*B. Kalpana*  
Principal  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVARKAM, CHENNAI-600 071



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 133AACCA844801ZX

phone

+91 4461885100

OL/AJP-2022/5842

06/12/2022

ManojKumar B

#32, 11th Street, Thiruvalluvar Nagar,

Pallavaram,

Chennai 600048

### OFFER LETTER

Dear ManojKumar,

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. Medclaim Insurance coverage for Rs. 2,00,000/- per annum Coverage for dependent family members will be given on successful completion of first annual appraisal
4. Personal Accident Insurance for Rs. 5,00,000/-
5. Life Insurance coverage for Rs 6,02,000/-
6. Free transport and food facility is extended to all employees
7. You will be eligible to participate in various Organization Development initiatives and Performance Awards organized by the company
8. You will be eligible for Provident Fund and Gratuity as per the statutory requirements.

For MiraMed Ajuba Solutions Pvt Ltd

Surya D  
Head-HR

Accepted and Signed

B. Kalpana  
PRINCIPAL

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

Private and Confidential



ISO 9001:2015



ISO 27001:2013

DN NO: U72200TN2000PTC051661

www.mirameditajuba.com

Dear Maria Difancy I,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

**4. Compensation Package:**

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

**4.2. Allowances:**

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food, fuel, communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

**4.3. Other Benefits:**

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a.**)

*B. Kalpana*  
**PRINCIPAL**

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

4.3.3. You will be covered under the group medical and accident insurance policies of the company.

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be June 1, 2023.

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on 01/06/2023

Date: 01/06/2023

(Signature):



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



Barclays Global Service Centre Private Limited  
DLF IT Park, Level 5, Building 5A and B  
Nandanambakkam Post, Ramapuram,  
Mount Poonamallee Road, Marapakkam, Chennai  
Tamil Nadu  
600059  
India  
Phone: +91 2251752000

29 September 2022  
S Meenakshi  
23/5, Vanjinathan Street,  
Krishnan Nagar, Medavakkam,  
Chennai  
600100

Dear S Meenakshi,

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, Gea Commercezone SE2, Survey No. 65,  
Kheradi, Pune 411014  
CN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716900 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>
<b>Provident Fund (Employer's Contribution)</b>	<b>21,600.00</b>
<b>Gratuity (per Company policy)</b>	<b>8,654.00</b>
<b>Total Fixed Pay</b>	<b>415,056.00</b>
<b>Target In-Year Discretionary Incentive Award</b>	<b>30,000.00</b>
<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 Berclays, 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 available here.

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





Dear Menagha S,

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

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

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

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

In addition to this you will also be eligible for

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

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

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

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

#### Certificates / Documents

##### 1. Certificates:

- a. Tenth Standard Mark Sheet and Passing
- b. Twelve Standard Mark Sheet and Passing
- c. Graduation Mark Sheet and Passing
- d. Post Graduation (If any) Mark Sheet and Passing

##### 2. Experience / Relieving Letter

##### 3. Acknowledged Resignation Copy

##### 4. Last 3 months Pay Slip / Proof of Last drawn salary & last 3 months bank statement

##### 5. Photo Identification (2 Copies) (Example: PAN Card, Aadhar Card & Driving License)

We look forward having you on board!!!

Huma Tariq  
Chief Human Resources Officer

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

HRD-OFFR-758/AR/0911  
11/2/2023

Mercy Catherine S  
NO.36 Gangai Amman kovil Street  
Urapakkam,  
TAMIL NADU  
60.3202

Offer Letter

Dear Mercy Catherine S

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

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

Terms and Conditions of Employment:

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

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

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

*B. Kalpana*  
PreludeSys India Private Limited

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

PRINCIPAL  
PRINCE SURI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GURUVAYAKKAM, CHENNAI - 600 073

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

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

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

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

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

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

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

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

For PreludeSys India Pvt Ltd

Presed Raddy  
AVP - HR & IT

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

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

Employee's Signature Mercy  
Date: 3/1/23

B. Kalpana  
PRINCIPAL  
PRINCE SHRIYENKATECHWALA

PreludeSys India Private Limited

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

Ph: 91-44-37417800 | www.preludesys.com

DN: U72007TN1998PT0041576 | GSTIN: 33AABCP7232K1ZC

Salary Annexure

Candidate Name	Marcy Catharian S	Level	P0
Designation	Trainee - Customer Care	Department	IN - KPO
		Variable %	0
<b>Particulars</b>	<b>Monthly (Rs)</b>	<b>Yearly (Rs)</b>	
Basic Pay (40% of your annual TCTC)	10000	120000	
HRA	5000	60000	
<b>Basic and HRA Total</b>	<b>15000</b>	<b>180000</b>	
ESI - Employer (3.25% of your monthly fixed)	0	0	
PF - Employer	1800	21600	
Insurance	365	4380	
Gratuity	481	5772	
<b>Statutory Employer</b>	<b>2846</b>	<b>31762</b>	
Car Lease, Fuel, and Maintenance (1800/2400 pm)	-	-	
Leave Travel (@ 3 months basic pay once in 2 years)	-	-	
Internet / Mobile reimbursement (1000 pm)	-	-	
Professional Development (2000 pm)	-	-	
Food (1100/2200 pm)	-	-	
<b>Flexi Benefits Total (as per employee option)</b>			
<b>Special Allowance</b>	<b>7354</b>	<b>89248</b>	
Professional Tax	208	2496	
ESI Contribution by Employee (0.75% of your monthly fixed)	0	0	
PF Contribution by Employee	1800	21600	
<b>Total Statutory Deductions</b> (This will be in line with current prevailing Govt. norms)	<b>2008</b>	<b>24096</b>	
<b>Net Take Home</b>	<b>20346</b>	<b>244152</b>	
Fixed CTC	25000	300000	
Variable Pay (*payout as per VP policy)	0	0	
<b>Total CTC</b>	<b>25000</b>	<b>300000</b>	

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

*B. Kalpana*  
PreludeSys India Private Limited

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

Ph: 044-47001 www.preludesys.com

ARTS AND SCIENCE COLLEGE  
CHENNAI - 600 073  
DIN: U72200TN1998PLC01576 GSTN: 33AA8CP252K1ZC

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

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

**Name:** Mogana Ramanan R

**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, Neeluguram, 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

## 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: R. Megana Ramanan

Signature: R. Megana Ramanan

Date: 11/08/2023

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

  
**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, Neelagaranai, 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