

Netcon Technologies India Pvt Ltd.  
No 2 (Old No.133) Kabir Road, PN Palayam, Coimbatore, INDIA  
Phone: +91 422 2241012 E-mail: info@netcon.in



9. Upon acceptance of this offer, you may send the following joining documents to Netcon Technologies India Pvt Ltd., No.523/3, Bushido Towers, Near Kurinji Hospital, Avinashi Road, Nava India, Coimbatore 641 028 on or before the date mentioned above:

- 4 Passport size colour photographs
- Proof of Academic & Technical qualification
- Certificates starting from 10<sup>th</sup> to the recent qualification along with their photocopies.
- Residence Address Proof
- ID Proof and PAN Card
- Appointment/Offer letter

Please sign a copy of this letter as a token of your acceptance of the terms and conditions contained in this offer of provisional appointment letter and return the same to us within 2 days of receipt.

We look forward to welcoming you to Netcon family.

we assure you an interesting and rewarding career with Netcon Technologies!

Yours sincerely,

For Netcon Technologies India Pvt Ltd

**Senthil Kumaran S**

Manager - HR & Admin

I agree and accept the employment on the terms and conditions mentioned in this letter. I consent that the details furnished, and documents submitted by me for employment with Netcon is subject to background verification and the company has rights to take appropriate action based on the outcome of the verification.

I shall join on: 19.06.2019

Signature & Date:

*B. Kalpana*  
**PRINCIPAL**

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



**American  
Megatrends**  
Invent Future

12<sup>th</sup> April 2019

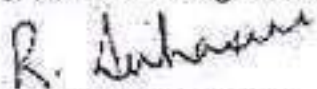
Dear J.SARATHA PRIYA,


We are pleased to offer you the post of **System Software Associate - Trainee** in our organization. The terms and conditions of the offer are as below. You are expected to join on or before **19-Aug-2019**. Please note that the offer is not valid beyond the agreed joining date unless otherwise with your valid reason in written and subject to company's acceptance of your reason in this regard.

1. Designation : System Software Associate - Trainee
2. Probation : You will be on probation for an initial period of 6 months, which can be extended or reduced at the sole discretion of the management. Until such time as you are informed in writing of your confirmation, you will continue to be on probation.
3. Bond : You will be required to sign a Bond with American Megatrends India Private Limited for **3 years for Rs.2,00,000 (Two Lakhs Only)**
4. Notice Period : During probation, the appointment is terminable by either side by giving 30 days' notice in writing or payment of 30 days salary in lieu thereof. After confirmation the appointment is terminable by either side giving 45 days' notice in writing or payment of 45 days salary in lieu thereof.
5. Rules and regulations : This offer is valid based on report pertaining to background verification, submission of your Passport, Pan Card, Aadhar Card, course completion certificate or convocation certificate, conduct certificate and 4-wheeler Driving License. Your acceptance will be by conformance to abide the rules, regulations and guidelines of the company which is subject to amendment from time to time.
6. Compensation : You are entitled for an annual pay of **Rs.2,00,000 (Two Lakhs Only) Per Annum**. The detailed pay structure will be given to you on your date of joining.

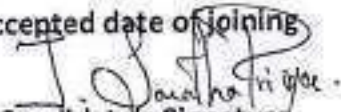
We welcome you to AMI India family and look forward for a long and mutually beneficial association.

For American Megatrends India Pvt. Ltd

  
Suhasini Ramakrishnan  
Vice President - HR & Quality

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

Offer Accepted

Accepted date of joining  
  
Candidate's Signature

**American Megatrends India Private Limited**

An ISO 9001:2015 & ISO 27001:2013 Certified Organisation  
Kumaran Nagar Semmenchery, Off Rajiv Gandhi Salai (OMR), Chennai-600119, India  
Tel: [91] 44-66540922 Fax: [91] 44-66540901 www.amiindia.co.in  
PIN: 11200067M 1 0049TC007776

Date:16<sup>th</sup> of Dec '19  
Name: Saravanna S



Sub: Letter of Offer

Dear Saravanna S,

We are pleased to offer you the position of **Customer Care Executive**. You shall report for a comprehensive training program on May/June/July 2019 at 10.00 AM.

Your monthly CTC will be Rs.11,100/-. The details of your salary break up are provided to you in the annexure.

The offer is subject to:

- You submitting the degree certificate and all your mark sheets at the time of joining.
- A satisfactory reference from the list of referees furnished by you at the time of joining.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the company.
- Submission of satisfactory proofs regarding information declared by you, i.e., your age, educational qualification, previous work experience and relieving letter from your last employer etc.

You will be under training which will vary for a period from 2 to 8 weeks depending on the performance and the project that you would be assigned. Your continuity in the organization is subject to successful clearance of training evaluation.

You will be on probation for a period of 6 months and will be confirmed on rolls upon successful completion of the probation (The probation is inclusive of the training period).

We are looking forward to you building a successful career with ALLSEC.

Best Wishes,

For Allsec Technologies Limited,

Authorized Signatory  
Human Resources Department

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

**ALLSEC TECHNOLOGIES LTD.**

Regd. Office: 46-B, Velachery Rd, Nehru Nagar, Velachery, Chennai, Tamil Nadu 600042.  
Tel: +9144,4299 7070 web: [www.allsectech.com](http://www.allsectech.com)  
Corporate Identity Number : L72300TN1998PLC041033, Email : [contactus@allsectech.com](mailto:contactus@allsectech.com).



Company Confidential

10<sup>th</sup> February, 2019

Saravanan.LChennai

Dear Saravanan

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Conneqt Business Solutions Limited Offices / Centre** for a period of **12 Months** from Date of Joining. You shall report to the training on or before **10<sup>th</sup> October, 2019** failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training, you will be placed in different work locations of the company and your first placement for training will be **Chennai**. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training, you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim what so ever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One-month Stipend Amount in lieu of notice.

The company works in shifts and hence the on-the-job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned terms and conditions

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

Component	Amount (Rs.) Per Month
<b>A. BASIC STIPEND</b>	<b>13300.00</b>
<b>B. PERFORMANCE INCENTIVE:</b> This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
<b>PERFORMANCE PAY (5% of the Basic Stipend)</b>	<b>700.00</b>
<b>C. GROSS STIPEND (A + B)</b>	<b>14000.00</b>

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training, you will be paid Stipend of Rs. **13300.00** per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice - Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards,

For Conneqt Business Solutions Limited.



**Tony Jacob Joseph**  
Associate Vice President – Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature:

Name:

Date:

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



Training | Consulting | Camps | Quizzes | HR  
Counseling | ELT | Teacher Empowerment

11/03/2019

Dear Sarguna Priya R k,

Welcome to Accentia Education ,

With reference to the interview conducted at Prince Shri Venkateshwara Arts and Science College Chennai, on 5/02/2019, we are pleased to inform you that you have been selected to join our company as a "Communicative English Trainer". You will be entitled to a monthly starting remuneration of Rs.12,000/- or Rs.13,500 per month(Rs.12,000/- if you get placed in your home town and Rs.13,500/-if you get placed away from home town),which indicates Cost to Company( CTC). You will be appointed in one of our client schools in Kerala as "Communicative English Trainer" with effect from the 1<sup>st</sup> of June 2019.You should be willing to work anywhere in Kerala.

If you are happy with the terms and conditions of our company and wish to receive this offer of employment, you will have to undergo a free training programme at our training venue in Kochi, Kerala for a period of 8 days in the month of April/May , If you don't attend the training programme or your performance and behavior during the training is not satisfactory. Your placement will not be confirmed as mentioned above.

If you are interested in accepting this offer, please sign below and accept it and send the scanned copy of the same to placements@accentia.in in consultation with your placement officer. In the event you not done the same, this offer will be informed to you on contacting us over the phone. When you come for the training programme, please do bring your original certificates as well as two passport size photos and a copy of your ID proof along with this offer letter.

We look forward to your working with us.



Yours Sincerely,

Bibin Antony  
Manager - HR

Mobile: 08547938985  
placements@accentia.in

With the signature below, I accept this offer of employment.

Sarguna Priya R k

23/04/2019

Name

B. Kalpana  
PRINCIPAL

Signature

Date

www.accentia.in

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

Regional Office  
First Floor, Supreme Tower, South Chalakudy  
Ph : 0480 3240489, Email : info@accentia.in

## Offer Letter

Name : Sathish G  
College: Prince Shri Venkateshwara Arts and Science  
Dear **Sathish G,**

Date:05, December 2018

Congratulations!

We are pleased to Offer you employment at **Worksbot Applications Pvt Ltd**. We feel that Your skills and background will be valuable assets to our team. Further to our discussion and the subsequent Interviews, you have been selected as "**J2EE Developer**".

After successful completion of performance evaluation of the project at the end of your Probation your Annual Total Compensation will be **INR 2,50,000 PA (Two Lakhs Fifty Thousand only)** at time of your probation period. After your probation period, you will be appointed as permanent employee as per the company norms.

Your services are transferable and you can be seconded or deputed by the company in any operation / projects or any other establishment in India, at the sole discretion of the management.


If found insubordination during probation and goes negligence of duties for which you are making yourself liable for necessary action or corrective action up to and including discharge.

We will inform you the D.O.J after completing your internship. At this time of joining please submit the photocopy of the following documents (Educational documents,5 Passport size photograph, Address proof and ID proof (Aadhaar Card, PAN Card)).

Regards,


Murali T  
Head- Human Resource

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

Ref/AS008/July/Chennai/VI

**OFFER LETTER-PRIVATE & CONFIDENTIAL**

**July 16, 2019**

P.Sathish Kumar,  
No.7, Lakshemi Puram,14th Street,  
West Tambaram  
Chennai – 600045.

Dear Sathish Kumar,

**Welcome to A S Soft Technologies Private Limited.**

It was a pleasure meeting you to explore a career opportunity with A S SOFT TECHNOLOGIES PRIVATE LIMITED. Based on our discussions, we are pleased to offer you the position of **Associate Consultant, in Band1 and Level 1** with our organization. The gross compensation will be **INR 280000/-** (Rupees Two Lakhs Eighty Thousand Only) per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

At A S SOFT TECHNOLOGIES PRIVATE LIMITED we believe we have a historic opportunity of building global world class company. We also believe we are very unique in several ways – our equal strengths in Applications, BPO and ITO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards empowerment; initiative; flawless execution and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for professionals like you who would partner the future growth of the rganization. We are confident that with your skills, competencies and capabilities you would be a valuable addition to the team.

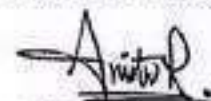
This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct. We look forward to you joining us at our Chennai office on August 05, 2019.

Please keep your recruiter informed, in case of advancement in the joining date.

Please endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom on the right corner and return to the undersigned by either mailing it or handing it over toes.

Yours Sincerely,

For A S SOFT TECHNOLOGIES PRIVATE LIMITED.,



Anita Roselin  
Global Head-HRD



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

**A S SOFT TECHNOLOGIES PRIVATE LIMITED**

Level 5, Prestige Palladium Bayan, 129-140 Greams Road, Chennai, Tamil Nadu 600006

+91 44 6620 5575

info@asoftware.net

www.asoftware.net



Date: February 16<sup>th</sup>, 2019

**Sub: Offer of Employment**

Dear Sathish Kumar K,

We are pleased to make you an offer of employment at First source Solutions Limited ("Company"), for the position of CSA, H2 at the company's Chennai office.

The break-up of the salary offered is provided below.

COMPONENT	AMOUNT (Rs)
Basic	5,000.00
House Rent Allowance	2,500
Special Allowance	2,261
Statutory Bonus/ Incentive/ Ex-Gratia *	2,452
<b>GROSS SALARY</b>	<b>12,213</b>
PF (12% of Basic) - Co. Contribution	600
Gratuity(4.8% of Basic)*	240
ESI (3.25% of Gross) - Co. Contribution	461
<b>RETIRALS</b>	<b>1,301</b>
Conduct Incentive p.m	2,465
<b>SALARY (p.m.)</b>	<b>15,979</b>
<b>SALARY (p.a.)</b>	<b>191,748</b>

**A. Statutory Applicability and other Allowances:**

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

**B. Appointment Details:**

Date of joining	2 <sup>nd</sup> JULY 2019
Time of joining	1:00:00 PM

*B. Kalpana*  
**PRINCIPAL**

Statutory deductions & payments will be applicable in accordance with your eligibility under law. Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies. You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company. GOWRIVAKKAM, CHENNAI

Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till July 20<sup>th</sup>, 2019 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one.

Thanking You,

For First source Solutions Limited

.....



Shahul Karim  
SVP - Human Resources

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



Company

10<sup>th</sup> February, 2019

Sathish Kumar Venkatachalam  
Chennai

Dear Sathish

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our Conneqt Business Solutions Limited Offices / Centre for a period of 12 Months from Date of Joining. You shall report to the training on or before 10<sup>th</sup> October, 2019 failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training, you will be placed in different work locations of the company and your first placement for training will be Chennai. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training, you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim whatsoever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One-month Stipend Amount in lieu of notice.

The company works in shifts and hence the on-the-job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned grid.

Component	Amount (Rs.) Per Month
A. BASIC STIPEND	13300.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5% of the Basic Stipend)	700.00
C. GROSS STIPEND [A + B]	14000.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training, you will be paid Stipend of Rs. 13300.00 per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive; This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an Apprentice - Customer Care position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.


In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards,

For Conneqt Business Solutions Limited.



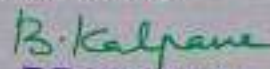
Tony Jacob Joseph  
Associate Vice President - Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature:

Name:

Date:

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

23-Jul-2019

Dear SATHISH 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	81,000
Supplementary Allowance	99,000
Employer's Contribution to PF	21,600
Statutory Bonus	7,000
Gratuity	3,894
Flexible Compensation Pay	57,506
<b>Total Fixed Pay</b>	<b>270000.00</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.

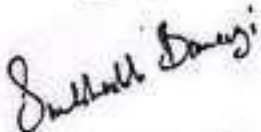
The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue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

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

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

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

Best Regards,



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

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



July 04,2019

Sathish Kumar R,  
No. 2/541, Pandian Nagar, Pallavan Street,  
Thoraipakkam, Chennai - 600097.

Dear Sathish Kumar,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (hereinafter referred to as "Company") as **Technician - GBS Engineering In Grade 22**. You will be working in **Night shift** and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Chennai, subject to change as deemed by the company. We look forward to having you on board on **July 15,2019** at 8.30am at our **Chennai office**. The address is:

Flextronics Technologies India Pvt Ltd  
Global Business Services, 6th Floor,  
Campus 5, RMZ Millennia Business Park,  
No. 143, Dr. MGR Road,  
Kandanchavadi, Chennai - 96.

Your Target Cash will be **INR 2,50,000/- per annum**. The enclosed annexure 1 would give you the breakup of your TTC. Please note that this offer shall be valid subject to your clearing the Background verification check as per the Company's policies. As discussed, you will be issued a detailed appointment letter once you submit the provisional certificate from the college. Your employment will be governed by the terms of the appointment letter issued to you. The provisional certificate copy needs to be submitted within 3 months from the date of joining or 15 days from the announcement of results or date announced by the university thereof, whichever is earlier. You agree to sign an Undertaking at the time of joining & will have to abide by the terms mentioned in the same. You would be reporting to **Rajesh Kumar Rajappan, Manager - GBS Engineering** on the date of joining; reporting is subject to change post joining, if required.

Please bring along the original & 2 copies of the below documents with you on your date of joining:

1. Aadhaar Card Copy
2. Print out of this Offer letter.
3. Three passport size photographs (Formal Attire in White Background)
4. ID Proofs (Voter ID, Driving License, Passport, etc.)
5. PAN card details (Mandatory). If you have applied for a New PAN card, kindly provide copy of acknowledgement receipt that it has been applied.

We would appreciate your returning the duplicate copy of this offer letter with the annexure duly signed by you as a token of your acceptance. We look forward to having you on board with us at the earliest.

Thanking you,  
For Flextronics Technologies (I) Pvt. Ltd.  
Global Business Services

Yathi Venkatesh

Human Resources

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

ANNEXURE 1

Name: Sathish Kumar R  
 Designation: Technician - GBS Engineering  
 Grade: 22  
 Compensation Structure:

	Component	Annual (INR)	
A	Basic	69,630	Taxable Component
	House Rent Allowance	34,815	40% of Basic for Non Metro Cities 50% of Basic for Metro Cities
	Medical Reimbursement	15,000	Taxable Component
	Education Allowance	2,400	
	Conveyance	19,200	Taxable Component
	Special Allowance *	70,770	Taxable Component
	Other Allowance*	0	Taxable Component
	<b>Cash Pay</b>	<b>2,11,815</b>	
	<b>Retirals</b>		
B	P.F*	21,240	Employer Contribution
C	Gratuity		As per legislation
	<b>CTC</b>	<b>2,33,055</b>	
D	Target Bonus**	16,945	
	<b>Total Target Cash</b>	<b>2,50,000</b>	

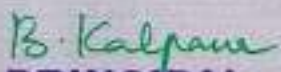
ESIC and Gratuity would apply as per Government rules and laws. Employer contribution is over and above your TTC.

**Flexible Benefits Plan:**

Component	Maximum eligibility per annum	Criteria for claims
Gifts Card	Rs. 4,500/-	Annually
Meal Card	Rs. 26,400/-	Monthly

(\*) - Please note that the above is not an additional component, it will be deducted from Special Allowance / Other Allowance. If cards are availed, then the cash portion of your salary will reduce to extent of cards chosen and PF contribution may change as per government regulations.

(\*\*) - You are eligible to participate in the Flex Bonus Program and the target bonus is a percentage of your gross salary. Actual payout level is dependent upon company performance and in accordance with the bonus plan for your organization."

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



Congratulations

Welcome to the Family of Eureka Forbes!!

Date: 12/6/2019

Dear Mr/Ms SATHYA NARAYANAN N

This has reference to the interview you recently had with us. We are pleased to welcome you to The Eureka Forbes family, and offer you the position of CSS/TE/Sr.TE based with remuneration of Rs.11,200/- per month

You are requested to report to the following address on 15/6/2019 at 10.00A.M, for your Induction & Training.

The following documents are essential to process your appointment with us, requesting you to carry the same on the date of joining.

1. 02 reference letters from well-known citizens (other than your friends, relatives and teachers) vouching your character and conduct (with contact number),
2. 03 stamp size colour photographs (with neck tie),
3. One family photograph.
4. Copies of your educational certificates (from SSLC onwards) along with the originals (for verification).
5. Blood group certificate.
6. Copy of your election card/passport/family ration card.
7. PAN card Copy.
8. Past Company Relieving Order.

Kindly sign our register as a token of your acceptance,

In case of any queries or clarification, please do not hesitate to contact

Mr. S. SATHYA Contact No. 9710421896

We look forward to a mutually beneficial association and supporting you in your career aspirations!

Yours faithfully,  
For Eureka Forbes Limited

S. Sathya



Authorized Signatory

Regional Office: C & D-5, Level-IV, Annamalai Palani, No.88, G.N. Chetty Road, T.Nagar,  
Chennai-600 017. Tel:044-30289250,30289260, Fax:044-30289244.

Eureka Forbes Limited.

Corporate Head Office:  
B1/B2,701, Marathon Innova,  
OFF: Ganpatrao kadam Marg  
Lower Parel, Mumbai-400 013.

Website: <http://www.eurekaforbes.com>

B. Kalpana  
PRINCIPAL

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



**SHRIRAM**  
Group

EMPOWERING PEOPLE THROUGH PROSPERITY

LETTER OF APPOINTMENT

Dear Mr/Ms. Selvakumar . M

Ref : Your application for the post of "MANAGEMENT TRAINEE" and subsequent interview had with us in your college premises .

We are pleased to inform you that you have been selected for the post "Management Trainee" in our organization with a gross CTC of 1.54 per annum.

In addition to the above, you shall be reimbursement of expenses incurred during travel due to the requirement of the field work.

You are requested to bring all the documents related to your education and join the Chennai office from 6<sup>th</sup> May 2019.

You shall be required to abide by the rules and regulations pertaining to office timings, attendance, discipline and other general conditions of the Organization.

Please sign a copy of this letter as a token of your acceptance and email a scanned copy of the same to us.

Selva  
Candidate's Signature

N. RAMESH  
GENERAL MANAGER.

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

Jan 23<sup>rd</sup>, 2019

To,

Selvi M

Sub: Letter of Offer

Dear Selvi M

Further to the interview you had with us, we are pleased to offer you the post of "Trainee" with our Organisation on the following terms and conditions:

- 1. Commencement of Employment** Your tentative joining date will be on or before July 5<sup>th</sup> 2019.
- 2. Remuneration** Your CTC is Rs.2,40,000(Two Lakhs Forty thousand only) per annum.
- 3. Probationary period** You will be on probation for a period of nine months. During this period, your performance Will be regularly reviewed. On your satisfactory completion of probationary period of employment your permanent absorption as regular employee of the company shall be considered by the management. The company reserves the right to extend the probation period suitably, at its discretion. During the probation period, your services are liable to be terminated by the company without assigning any reason and without any notice period. However, the probation period, you will be required to give two months' notice at the time of your resignation.
- 4. Leave and holidays** You are entitled to an annual holiday of 28 days, comprising of 10 public holidays and 18 Earned holidays, inclusive of casual and sick leave in each year. The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.
- 5. Termination of Employment** If you desire to leave employment of GI Retail Pvt Ltd, you agree to give at least 2 months written notice to GI Retail Pvt Ltd, should this agreement be terminated without cause by GI Retail Pvt Ltd, then you shall be afforded a 2 months' notice of said termination. During the probation period, your services are liable to be terminated by the company without assigning any reason and without any notice period. However, during the probation period, you will be required to give two months of notice.



**Maliathi M**  
Senior Manager-Human Resource

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

12<sup>th</sup> April 2019

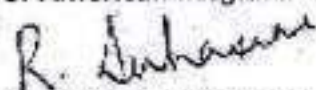
Dear V. SHALINI,

We are pleased to offer you the post of **System Software Associate - Trainee** in our organization. The terms and conditions of the offer are as below. You are expected to join on or before **19-Aug-2019**, Please note that the offer is not valid beyond the agreed joining date unless otherwise with your valid reason in written and subject to company's acceptance of your reason in this regard.

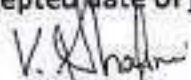
- |                          |   |   |
|--------------------------|---|---|
| 1. Designation           | : | System Software Associate - Trainee   |
| 2. Probation             | : | You will be on probation for an initial period of 6 months, which can be extended or reduced at the sole discretion of the management. Until such time as you are informed in writing of your confirmation, you will continue to be on probation.   |
| 3. Bond                  | : | You will be required to sign a Bond with American Megatrends India Private Limited for <b>3 years for Rs.2,00,000 (Two Lakhs Only)</b>  |
| 4. Notice Period         | : | During probation, the appointment is terminable by either side by giving 30 days' notice in writing or payment of 30 days salary in lieu thereof. After confirmation the appointment is terminable by either side giving 45 days' notice in writing or payment of 45 days salary in lieu thereof.   |
| 5. Rules and regulations | : | This offer is valid based on report pertaining to background verification, submission of your Passport, Pan Card, Aadhar Card, course completion certificate or convocation certificate, conduct certificate and 4-wheeler Driving License. Your acceptance will be by conformance to abide the rules, regulations and guidelines of the company which is subject to amendment from time to time. |
| 6. Compensation          | : | You are entitled for an annual pay of <b>Rs.2,00,000 (Two Lakhs Only) Per Annum</b> . The detailed pay structure will be given to you on your date of joining.  |

We welcome you to AMI India family and look forward for a long and mutually beneficial association.

For American Megatrends India Pvt. Ltd

  
Suhasini Ramakrishnan  
Vice President - HR & Quality

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

**Offer Accepted**  
Accepted date of joining  
  
Candidate's Signature

**American Megatrends India Private Limited**

An ISO 9001:2015 & ISO 27001:2013 Certified Organisation  
Kumaran Nagar Semmenchery, Off Rajiv Gandhi Salai (OMR), Chennai-600119, India  
Tel: (91) 44-66540922 Fax: (91) 44-66540901 www.amiindia.co.in  
PIN: 600067M 1 001270177736

**Date: 14-Dec-18**

**Dear Shankar,**

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakh Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,26,000/-** (Rupees Two Lakh Twenty-Six Thousand Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24,000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

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

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

We look forward to having you on board on between June to August'19.

As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to [campus.career@csscorp.com](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

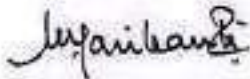
Accepted:

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**Date**

**For CSS Corp Private Limited**

**Welcome to CSS Corp Private Limited**



**P R Manikantan**

Senior Director, Campus and Institutional Alliances

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

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

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

# ARMSOFTECH PRIVATE LIMITED

C-9, Thiru Vi Ka Industrial Estate, Guindy, Chennai - 600 032.  
CIN:U72900TN2017PTC115929

Date: 14-2-2019

## SUBJECT: OFFER LETTER

Dear Shanmuga Priya. M  
Congratulations!

We are pleased to inform that you have successfully completed the interview process and been short-listed for an offer of employment with ARMSOFTECH PRIVATE LIMITED.

Your offer is conditional by providing all the documents on time to the satisfaction of the company.

Position selected for	Process Associate
Work Location	Chennai
Proposed Date of Joining	08-07-2019
Salary (In CTC)	14,000 -/-

Kindly bring the following credentials on the date of joining.

1. Passport Size Photographs.
2. Self attested copy of Address Proof-2 copies (Aadhar card-Mandatory, Voter's ID, Ration card, Passport, Driving License).
3. Copies of all educational certificates.

Note: If you don't have any marks sheet or certificate with you, you have to get a letter from your college!

4. Family Members Date of Birth Details.
5. Self attested copy PAN Card.

Note:

1. 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.
2. Letter of offer can be withdrawn by the Company if the candidate not joined at promised date
3. You are required to sign this incient ,if the above two clauses has been satisfied.
4. Letter of offer valid only for Max. 15 days from the date of issue.

  
FOR ARMSOFTECH PRIVATE LIMITED

M. Shanmuga Priya  
Acceptance

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

November 23, 2018

Dear Shanmuga Priya M,

**SUB: Offer Letter**

Congratulations! With reference to your interview, we are pleased to offer you the position as **Associate Product Developer** at our Chennai office.

You are also required to complete the Java certification within 3 months of joining us.

The breakup of your compensation package is provided herewith. We would like you to join our company in the month of June 2019, unless otherwise agreed to in writing or else the offer will be null and void. We would notify you 15 days well in advance on your exact DOJ. You will be issued a detailed appointment letter on your joining us.

**ANNEXURE: COMPENSATION STRUCTURE**

Components	Monthly	Annually
Basic	₹ 5,167	₹ 98,000
House Rent Allowance	₹ 4,083	₹ 49,000
Special Allowance	₹ 7,660	₹ 91,921
<b>Total Gross Salary</b>	<b>₹ 16,910</b>	<b>₹ 2,38,921</b>
<b>Employer Contribution</b>		
Provident Fund	₹ 1,800	₹ 21,600
Gratuity**	₹ 303	₹ 4,714
ESI	₹ 648	₹ 7,765
<b>Total Employer Contribution</b>	<b>₹ 2,841</b>	<b>₹ 34,079</b>
<b>Annual Incentive</b>		
Fixed Bonus		7,000
<b>Employee Contribution</b>		
Provident Fund	₹ 1,800	₹ 21,600
ESI	₹ 149	₹ 1,792
<b>Total Employee Contribution</b>	<b>₹ 1,949</b>	<b>₹ 23,392</b>
<b>Cost To Company (CTC)</b>		<b>₹ 2,80,000</b>
<b>Estimated Monthly Net Salary*</b>		<b>₹ 17,961</b>

**Note 1:**

Excluding taxes (Professional Tax, Income Tax, etc.)

Gratuity is payable to employee on completion of 5 years' service as per payment of Gratuity Act, 1972

**Note 2:**

Our monthly payroll cycle is from 1<sup>st</sup> to last day of every month

Private and Confidential  
Block No. A (Module 4) ,5 th Floor, SP Infocity, No.40, MGR Salai, Perungudi, Kandanchavadi  
Chennai, TN 600096IN

CIN-U72900TN2015PTC129361

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

*B. Kalpana*  
**PRINCIPAL**

**VINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE**

**GOWRIVAKKAM, CHENNAI-600 073**



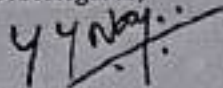
You are asked to report for duty at the following address:

Neeeyamo Enterprise Solutions(P)  
Ltd., No.40, Dr.MGR Salai,  
Global Infocity,  
Kandanchavadi, Perungudi, Chennai-600096

Please indicate your acceptance of this offer under the terms described above by returning a signed and Dated copy of this letter no later than **5<sup>th</sup> December 2018** post which the offer stands null & void

We count on you to take NeeeyamoWorks to greater heights. Wish you the very best!

Best Regards,



**Y.Y. Narayanan**  
CEO- NeeeyamoWorks

*B. Kalpana*  
**PRINCIPAL**

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



# FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

5<sup>th</sup> Mar 2019  
Coimbatore.

Dear B.Shanmuga Priya,

**Sub: Provisional Offer Letter for Trainee Tutor.**

We are pleased to offer you the provisional position for a "Trainee Tutor" and your date of joining will be in the month of Jun 2019.

You will be appointed as an "Online Tutor" on successfully completing the training and surpassing quality benchmarks and other necessary parameters as per standards set by Focus Edumatics Pvt. Ltd. If at any stage, you do not qualify the certification or any other training requirements, then this appointment and offer stands null and void with immediate effect.

On your appointment, the remuneration during your training period will be Rs 6000/- (Six Thousand Only) till the time that you successfully complete your certification, which could be around 30-60 days maximum from your date of joining us. After you complete your training & certification, your total annual compensation package will be Rs. 1,68,600 /- (Rupees One Lakh Sixty-Eight Thousand Six Hundred Only). This will be the cost to the Company, but not limited to the Basic Salary and other Components as per the Company's Salary Structure. The details of the same will be forwarded to you upon receiving your job acceptance.

You would be required to submit your original SSLC marks card and highest degree certificate/marks card, which will be in our safe-custody during the agreed upon lock-in period as per below terms and returned to you after the term expires. A receipt of acknowledgement to this effect will be given to you along with this offer-letter, which you would be required to produce at the time of redeeming your original documents.

- You will be bound to serve a notice-period of 2 months in case you want to resign from the Organization.
- Your Certificates will be locked-in for a period of One Year. During this Lock-in period if you resign then you will have to reimburse the salary equivalent to notice-period to the company or serve the notice Period.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

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

Wish you good luck.

Yours truly,

For Focus Edumatics Pvt. Ltd.

Authorized Signatory

Name: B.Shanmuga Priya

Signature *Shanmuga Priya B*

**FOCUS EDUMATICS PVT. LTD.**

# 1805, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajar Road, Nariman Point, Mumbai - 400 021.

CIN : U65110MH2004PTC263264

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

Date: February 16<sup>th</sup>, 2019

**Sub: Offer of Employment**

Dear ShanmugaPriya,

We are pleased to make you an offer of employment at First source Solutions Limited ("Company"), for the position of CSA, H2 at the company's Chennai office.

The break-up of the salary offered is provided below.

COMPONENT	AMOUNT (Rs)
Basic	5,000.00
House Rent Allowance	2,500
Special Allowance	2,261
Statutory Bonus/ Incentive/ Ex-Gratia *	2,452
<b>GROSS SALARY</b>	<b>12,213</b>
PF (12% of Basic) - Co. Contribution	600
Gratuity(4.8% of Basic)*	240
ESI (3.25% of Gross) - Co. Contribution	461
<b>RETIRALS</b>	<b>1,301</b>
Conduct Incentive p.m	2,465
<b>SALARY (p.m.)</b>	<b>15,979</b>
<b>SALARY (p.a.)</b>	<b>191,748</b>

**A. Statutory Applicability and other Allowances:**

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

**B. Appointment Details:**

Date of joining	2 <sup>nd</sup> JULY 2019
Time of joining	1:00:00 PM

Statutory deductions & payments will be applicable in accordance with your eligibility under law. Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies. You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

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

Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till July 20<sup>th</sup>, 2019 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one.

Thanking You,

**For First source Solutions Limited**



Shahul Karim  
SVP - Human Resources

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

March 13, 2019

**SHANTHI B**

**Subject:** Offer of Employment

Dear **SHANTHI B,**

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 **Associate-AR**. Your Cost to Company, CTC, which includes all Benefits, will be **Rs. 2,50,000 per annum** as detailed in Annexure 1.

Your appointment is effective from the date of joining, which shall be on or be **June 03, 2019**.

Your initial place of posting will be at the temporary office in Chennai (The Hive, SRP Stratford, No.5, Rajiv Gandhi Salai, Kottivakkam, Chennai- 600041). 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 on 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 joining. Upon successfully completing The probation period and after an evaluation of your performance, your service continuation may then be Confirmed in writing by management.

In the event you tender your resignation with the company, you will be required to give 2 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 rights and business information of Guidehouse India and its Clients.

At the time of your joining, kindly bring the following original documents for verification along with a Photocopy, which would be retained for our records:

1. Photographs (8 Passport size plus 1 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 semesters.



08 April, 2019

Sharmila Devi S  
Email: devi682000@gmail.com

Dear Sharmila Devi,

We are excited to have you join the Maveric Family.

Over the past 21 years, we have been partnering with global and regional banking leaders to transform their business through emerging technology. By 2023, we aim to be recognised as top 3 niche, Bank-Tech transformation specialist in retail, corporate and wealth management domains by

- Gaining leadership through proven solutions for CXO challenges in the areas of Regulatory Reporting, Customer Experience, Customer Analytics, Cloud Enablement and Digital Operations.
- Becoming a partner of choice to 7 out of the top 15 Global banks and 15 out of top 50 regional banks and select Fintechs.
- Further invigorating our delivery model, talent nurturing process and customer centric culture that assures heightened customer mindshare and builds competitive differentiation.

Our investments towards talent led differentiation through continuous learning and development initiatives, as well as hire & nurture programs, have played a crucial role in our rapid growth and will be key to achieving our aim for 2025.

At Maveric, you will have ample opportunities to work with Marquee customers - global banking leaders at the forefront of technology adoption, on engagements that leverage new age tech stacks and challenge the status quo consistently for driving true banking technology transformation.

We have been investing heavily on superior avenues for continuous learning through nurturing programs, in-house academies, state of the art technology labs and industry academia partnerships. These combined with a culture of adventure and learning, encouraging individual freedom to learn, actively seek new insights, experiment and make mistakes, will help you move up the career path faster.

Finally, you will learn directly from exceptional leaders who are true banking technology thought leaders and committed to provide accelerated career growth through dedicated grooming initiatives. Significant investments and leadership expansion take place on an ongoing basis to ensure you work with quality customers, challenging projects and accelerate the learning curve.

Welcome to Maveric. We look forward to see you soon. You can count on us to Accelerate your Next.

**Maveric Systems Limited (Head Office & Regd. Office) :**

2nd Floor, 5th Block, IXL IT Park - 5E2, 1/124, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Chennai - 600089.  
Phone: +91 44 4344 2500 | +91 44 4012 1212 | FAX: +91 44 2225 3001. Email: info@maveric-systems.com,  
Website: www.maveric-systems.com | CIN No. U74140TN2000PLC045197.

Please take time to carefully understand the remaining contents of this letter relating to your employment:

1. **Designation:** Graduate Trainee
2. **Level:** L1
3. **Base Location:** Your base location will be Chennai.
4. **Business:** You will be part of the **Data Business** which is headed by **Muraleedhar Ramapai**.
5. **Reporting:** You will be reporting to **Salitha Nellayi Parambil, Associate Vice President** at **Maveric Systems** on your date of joining.
6. **Compensation:** Your Annual Compensation would be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand Only)** paid in arrears on the last day of each month. Compensation will be reviewed on a yearly basis and your next review will be taken up in **June 2019**. Proposed Salary Structure is given in Annexure – 1. Your salary will be reviewed on an annual basis.
7. **Date of joining:** You will join **Maveric Systems** on **11<sup>th</sup> June 2019** at our **Chennai Office**. An appointment letter would be issued with the actual date of joining post completion of joining formalities. You need to carry the following documents on the first day of work:
  - All Educational certificates (Mark sheets of 10<sup>th</sup>, 12<sup>th</sup>, UG, PG (if applicable) and Degree certificate of UG and PG (if applicable))
  - All previous company Experience certificates and Relieving letters
  - Last 3 months payslips of the previous company
  - Photocopy of Passport, Aadhar Card and PAN Card
  - 8 passport size colour photographs (white or grey background)
  - Marriage Certificate (If applicable)

These documents are mandatory to complete the joining formalities without which your employee ID will not be generated.
8. **Roles:** Your roles and responsibilities as a **Graduate Trainee** are provided in **Annexure iv**.
9. **Probation Period:** You will be on probation for a period of **6 months from the date of joining**, which will terminate automatically unless you receive prior intimation to the contrary.
10. **Work Hours:** The general work timings are **09:00 AM to 05:30 PM, Monday – Friday**; however, the timings may differ based on your functions and responsibilities.

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



Training | Consulting | Camps | Quizzes | HR  
Counseling | ELT | Teacher Empowerment

11/03/2019

Dear Sheeba J,

Welcome to Accentia Education ,

With reference to the interview conducted at Prince Shri Venkateshwara Arts and Science College Chennai, on 5/02/2019, we are pleased to inform you that you have been selected to join our company as a "Communicative English Trainer". You will be entitled to a monthly starting remuneration of Rs.12,000/- or Rs.13,500 per month(Rs.12,000/- if you get placed in your home town and Rs.13,500/-if you get placed away from home town),which indicates Cost to Company( CTC). You will be appointed in one of our client schools in Kerala as "Communicative English Trainer" with effect from the 1<sup>st</sup> of June 2019.You should be willing to work anywhere in Kerala.

If you are happy with the terms and conditions of our company and wish to receive this offer of employment, you will have to undergo a free training programme at our training venue in Kochi, Kerala for a period of 8 days in the month of April/May , If you don't attend the training programme or your performance and behavior during the training is not satisfactory. Your placement will not be confirmed as mentioned above.

If you are interested in accepting this offer, please sign below and accept it and send the scanned copy of the same to placements@accentia.in in consultation with your placement officer. In the event you not done the same, this offer will be informed to you on contacting us over the phone. When you come for the training programme ,please do bring your original certificates as well as two passport size photos and a copy of your ID proof along with this offer letter.

We look forward to your working with us.



Yours Sincerely,

Bibin Antony  
Manager – HR

Mobile: 08547938985  
placements@accentia.in

With the signature below, I accept this offer of employment.

Sheeba J

23/04/2019

Name

Signature

Date

B. Kalpana  
PRINCIPAL

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

www.accentia.in

Regional Office  
First Floor, Supreme Tower, South Chalakudy  
Ph : 0480 3240489, Email : info@accentia.in





Appointment Letter

Date:23/2/2019

To

SHRIRAM GURUBALAN ,  
Department of Computer Applications, Prince Shri Venkateshwara Arts and Science College,  
Gowrivakkam, Chennai- 600073.

**Subject: Appointment letter for the position of Software Trainer.**

Dear Sir,

We are pleased to inform that you have been selected for the profile of "Software Trainer ".You are requested to join our organization and we are offering you a remuneration of Rs.1,80,000/-year You will be posted in our head office, Chennai.

You are requested to report in 21<sup>st</sup> June 2019.If you do not report undersigned on this date, the job offer shall stand automatically withdrawn.

Regards

For,  
VR Careerz

**Dhanasekar Thotta,**  
Founder-Director  
VR Careerz.

For any Clarifications, you may reach our support team at 8056512398/ 6379992340/8144333322 or email us to [hr@vrcareerz.com](mailto:hr@vrcareerz.com)

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

#29, 1st Floor, 66, YesYes Arcade Complex, MTH Road, Ambattur O1, Chennai 600053

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

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

30-Nov-2019

C7417669

Shwetha S

N0:- 4/4 vallalar 2 nd cross street padmanaba nagar choolaimedu chennai-600094 600094

Management Level - 13

Sublevel - 2

Job Profile - Bus Process Delivery New Associate

Job Family Group - Business Process Delivery

Business Deal - Non-Contact Center

Dear Arjun,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Chennai, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirement / compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. Before onboarding, we strongly encourage you to take both doses of the COVID-19 vaccine as per government prescribed timelines.

Version 8.0 July 2019

Reference Id: 6ed49d82-4076-4680-b32d-aaac0be4415\_2 Signed By:   
Run: Master

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

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above-mentioned agreement.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 223880** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Arjun, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **g.p.ramachandran** at **9551715217** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.  
Yours sincerely,



Jal  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
[insert full legal name]

Date: \_\_\_\_\_

Candidate's signature \_\_\_\_\_

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

Candidate's Signature \_\_\_\_\_

## ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 193000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 193000	INR 223880

(C) Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 3200
Notional Insurance Premium paid by Company	INR 11200

(D) Additional Discretionary WFH Benefits/Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 2800 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

\*\*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of INR 193000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY23 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only\*



**SHRIRAM**  
Group

EMPOWERING PEOPLE THROUGH PROSPERITY

LETTER OF APPOINTMENT

Dear Mr/Ms. D. Shymala \_\_\_\_\_

Ref : Your application for the post of "MANAGEMENT TRAINEE" and subsequent interview had with us in your college premises .

We are pleased to inform you that you have been selected for the post "Management Trainee "in our organization with a gross CTC of 1.54 per annum.

In addition to the above, you shall be reimbursement of expenses incurred during travel due to the requirement of the field work.

You are requested to bring all the documents related to your education and join the Chennai office from 6<sup>th</sup> May 2019.

You shall be required to abide by the rules and regulations pertaining to office timings, attendance, discipline and other general conditions of the Organization.

Please sign a copy of this letter as a token of your acceptance and email a scanned copy of the same to us.

Shymala  
Candidate's Signature

N. RAMESH  
GENERAL MANAGER.

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



Sivalingam M  
Prince Shri Venkateshwara Arts and Science College, Chennai

Congratulations on taking your first steps towards a successful and rewarding career with eNoah. Further to Our discussion, we have pleasure in provisionally offering you the position of **Associate-Voice Process-US Shifts**. Your joining date will be after your graduation completion within 15 days.

Your training period will be for 60 days from the date of joining. After successful completion of training, your employment with eNoah will be confirmed. During the training period, you will be paid a stipend of Rs.12,000 per month. You will be initially placed at Chennai/Indore in line with our business needs. Your overall earnings will be Rs.2,30,000/P.A. (approx.) which will include your night shift Allowance Rs.24,000/P.A. will be paid subject to attendance.

Please submit the following documents in person during your DOJ will be after your course completion and the training at our office premises.

- ID Proof, Address Proof (PAN card & AADHAR card mandatory)
- Proof of educational qualifications till last semester mark sheet,
- Updated Resume & Passport size photograph (softcopy);

Upon receipt of the above documents, an appointment letter with a detailed salary break up of your compensation and HR policy extracts will be issued to you after the completion of our training and you will have to sign training agreement for 1 year for the job training and deployment into projects. This offer is valid Subject to the following:

- Genuinity of the documents submitted by you;
- Satisfactory reference checks and Acceptance to the work commitment
- Pre-employment medical health examination.
- Ability to pass the initial pre-assessment done during the training period.

In exceptional circumstances like business impact, breach of discipline, low productivity and poor quality of work, company reserves the right to withdraw this offer or to terminate your service & eNoah will not be responsible for any liability arising thereof.

We look forward to welcome you onboard!

Best Regards,  
For eNoah iSolution India Private Limited

Rajesh Kumar G  
Senior Manager - Human Resources

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 078

eNoah iSolution India Private Limited

Regd. Office: Cinel Software City, 3rd Floor, Rajiv Gandhi satai, Taramani, Chennai-6001 13, India. Phone: +91-44- 40286500 1201-40 Fax: +91-44- 40286910. Coimbatore Office: Classic Towers, 8 Floor, Door No. 101, 1547, Trichy Road, Coimbatore - 641018, India. Phone: +91-442-2391714  
Indore Office: NRK Business Park, Fluor, 6038, Block No.B 1, Scheme No.54, PU, Indore - 452010

Jan 23<sup>rd</sup>, 2019

To,

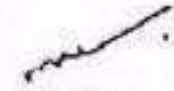
Sivaranjini M

Sub: Letter of Offer

Dear Sivaranjini M

Further to the interview you had with us, we are pleased to offer you the post of "Trainee" with our Organisation on the following terms and conditions:

- 1. Commencement of Employment** Your tentative joining date will be on or before July 5<sup>th</sup> 2019.
- 2. Remuneration** Your CTC is Rs.2,40,000(Two Lakhs Forty thousand only) per annum.
- 3. Probationary period** You will be on probation for a period of nine months. During this period, your performance Will be regularly reviewed. On your satisfactory completion of probationary period of employment your permanent absorption as regular employee of the company shall be considered by the management. The company reserves the right to extend the probation period suitably, at its discretion. During the probation period, your services are liable to be terminated by the company without assigning any reason and without any notice period. However, the probation period, you will be required to give two months' notice at the time of your resignation.
- 4. Leave and holidays** You are entitled to an annual holiday of 28 days, comprising of 10 public holidays and 18 Earned holidays, inclusive of casual and sick leave in each year. The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.
- 5. Termination of Employment** If you desire to leave employment of GI Retail Pvt Ltd, you agree to give at least 2 months written notice to GI Retail Pvt Ltd, should this agreement be terminated without cause by GI Retail Pvt Ltd, then you shall be afforded a 2 months' notice of said termination. During the probation period, your services are liable to be terminated by the company without assigning any reason and without any notice period. However, during the probation period, you will be required to give two months of notice.



**Malathi M**  
Senior Manager-Human Resource

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



## OFFER LETTER

Date: 24<sup>th</sup> April 2019

Dear Sivasakthi M

Welcome to Synergy India!

It gives us great pleasure to offer the role of **Project Trainee** for which you have interviewed with us. The Total Annual Salary will be **INR 2,80,000 per annum**. The compensation and the other benefits that you would be entitled will be stated to you after the completion of 16 days of training with us. We request you to return the enclosed duplicate copy of the offer letter while joining the firm.

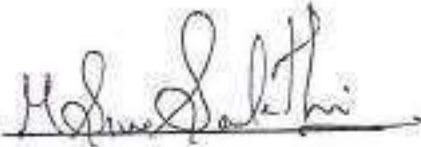
The date of joining with us will be any day on or before **10<sup>th</sup> Jun 2019**.

The role, in which you join us, is a very important one which will entail dealing with important and sensitive information, records and such other matters of the company, you are informed to maintain secrecy of the official matters.

We look forward to you joining our team. We are sure that you will have a bright career with our company. We take this opportunity to welcome you and your family into the folds of us.

Regards,

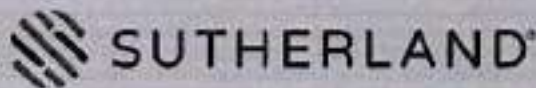
Mr. P. Vikram  
Human Resources

Signature of the Candidate: 

Date: 3/6/2019

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





January 5, 2019

Dear Sivashankar K,

**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 January 7, 2019** 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 **Jestin Joseph** 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: Sivashankar K  
Designation: Associate-CS Internet Date of Joining:  
January 7, 2019  
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>	14,955.00	179,463.00
<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>	18,750.00	225,000.00
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  
GOWRIVAKKAM, CHENNAI-600 973.

Performance Incentive	<p>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.</p> <p><b>Example 1:</b> If DOJ on 1st of any Month, then PI eligibility would be from 3rd Month and paid along 5th Month Salary</p> <p><b>Example 2:</b> If DOJ is on 2nd onwards of any Month, then PI eligibility would be from 4th Month and paid along 6th Month Salary</p>
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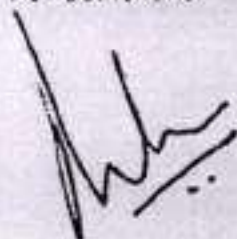
Gratuity	Gratuity amount shall accrue annually, and the eligibility will be only on completion of 5 years of continues service with Sutherland and payable at the time of Final Settlement of Accounts
Insurance Coverage	<p>Sum insured under Accident Insurance is Rs.500,000/-,</p> <p>Mediclaim is Rs.200,000.00/- for self only.</p> <p>Group term Life Insurance coverage of - Rs 500,000.00 for self only.</p>
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



**Thendral Rajendran**

Associate Vice President - Talent Acquisition

I have read the contents of this letter and accept the offer of employment with the terms and conditions mentioned above and the enclosed annexures.

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



Company

10<sup>th</sup> February, 2019

Sivasubramani Harichandran  
Chennai

Dear Sivasubramani

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our Conneqt Business Solutions Limited Offices / Centre for a period of 12 Months from Date of Joining. You shall report to the training on or before 10<sup>th</sup> October, 2019 failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training, you will be placed in different work locations of the company and your first placement for training will be Chennai. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training, you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim whatsoever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One-month Stipend Amount in lieu of notice.

The company works in shifts and hence the on-the-job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned grid.

*B. Kalpana*

PRINCIPAL

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

Component	Amount (Rs.) Per Month
A. BASIC STIPEND	13300.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5% of the Basic Stipend)	700.00
C. GROSS STIPEND (A + B)	14000.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training, you will be paid Stipend of Rs. 13300.00 per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice - Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

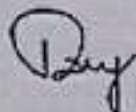
In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards,

For Conneqt Business Solutions Limited.



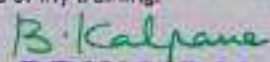
Tony Jacob Joseph  
Associate Vice President - Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature:

Name:

Date:

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



No.34,Venkateshwara Colony  
Nehru Nagar,3<sup>rd</sup> Cross Street,  
Near Taramani Railway Station  
Chennai-600 041.Phone:044-54521263  
E-Mail:Kathir@alcanceotech.com

Ref: ALT-574-18

OFFER LETTER

Date: 6.02.2019

To

Mr. Somasundaram D,  
Prince Shri Venkateshwara Arts and Science College, Chennai.  
B.SC

Dear Mr.Somasundaram,

Alcance Technologies is pleased to offer you as **Data Analyst** and your CTC for the post will be **Rs,13,500 per month.**

Your Joining date for training would be on 29<sup>th</sup> May 2019.

The appointment order would be issued after 12 days of training.

**Alcance Technologies Welcomes You!**

Note: This offer will expire by 30<sup>th</sup> May 2019.

**Your Reporting Address:**

The HR Department,  
Zealous Services,  
No.17/7, Shafika Building,  
Kodambakkam High Road, Nungambakkam,  
Chennai-600 034.

Reporting Time :9am

Received and accepted

With Warm Regards,

*B. Kalpana*  
**PRINCIPAL**

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

**Kathirevel Ganapathiappan  
Director.**

*"Exceeding the Expectations"*



## OFFER LETTER

Date: 24<sup>th</sup> April 2019

Dear Sowmiya P

Welcome to Synergy India!

It gives us great pleasure to offer the role of **Project Trainee** for which you have interviewed with us. The Total Annual Salary will be **INR 2,80,000 per annum**. The compensation and the other benefits that you would be entitled will be stated to you after the completion of 16 days of training with us. We request you to return the enclosed duplicate copy of the offer letter while joining the firm.

The date of joining with us will be any day on or before **10<sup>th</sup> Jun 2019**.

The role, in which you join us, is a very important one which will entail dealing with important and sensitive information, records and such other matters of the company, you are informed to maintain secrecy of the official matters.

We look forward to you joining our team. We are sure that you will have a bright career with our company. We take this opportunity to welcome you and your family into the folds of us.

Regards,

Mr. P. Vikram  
Human Resources

Signature of the Candidate: \_\_\_\_\_

Date: 3/6/2019

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



Company

10<sup>th</sup> February, 2019

Sowmiya Saravanan  
Chennai

Dear Sowmiya

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our Conneqt Business Solutions Limited Offices / Centre for a period of 12 Months from Date of Joining. You shall report to the training on or before 10<sup>th</sup> October, 2019 failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training, you will be placed in different work locations of the company and your first placement for training will be Chennai. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training, you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim whatsoever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One-month Stipend Amount in lieu of notice.

The company works in shifts and hence the on-the-job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

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You shall be entitled to a monthly stipend as per the below mentioned grid.





Company

Component	Amount (Rs.) Per Month
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PERFORMANCE PAY (5% of the Basic Stipend)	700.00
C. GROSS STIPEND (A + B)	14000.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training, you will be paid Stipend of Rs. 13300.00 per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

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In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards,

For Conneqt Business Solutions Limited.

Tony Jacob Joseph  
Associate Vice President - Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature:

Name:

Date:

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

# Personiv an eClerx company

21st March 2019

1st Floor  
Tidel IT Park  
ELCOT SEZ

Dear Ms.SOWMIYA P

Congratulations! We are pleased to confirm that you have been selected to work for Personiv Private Limited. We are delighted to make you the following job offer.

The position we are offering you is that of System Administor at a monthly salary of Rs.25,000/- with an annual cost to company Rs.3,00,000/-. This position reports to Senior System Admin, Mr. Sanjay. Your working hours will be from 08.30 AM to 5.15 PM.

We would like you to start work on June 2019. Please report to Senior System Admin, Mr. Sanjay, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 1<sup>st</sup> July 2019 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Personiv and look forward to working with you

Sincerely,



Mr. Sanjay  
Senior System Admin  
Personiv

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

23-Jul-2019

Dear SOWNDARIYA 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	81,000
Supplementary Allowance	99,000
Employer's Contribution to PF	21,600
Statutory Bonus	7,000
Gratuity	3,894
Flexible Compensation Pay	57,506
<b>Total Fixed Pay</b>	<b>270000.00</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 Executive  
Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.**

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



No 34, Venkateshwara Colony  
Nehru Nagar, 3<sup>rd</sup> Cross Street,  
Near Taramani Railway Station  
Chennai-600 041. Phone: 044-54521263  
E-Mail: Kathir@alcancetech.com

Ref: ALT-574-18

OFFER LETTER

Date: 6.02.2019

To

Ms. SreeLakshmi G,  
Prince Shri Venkateshwara Arts and Science College, Chennai.  
B.SC

Dear Ms. SreeLakshmi,

Alcance Technologies is pleased to offer you as Data Analyst and your CTC for the post will be Rs.13,500 per month.

Your Joining date for training would be on 29<sup>th</sup> May 2019.

The appointment order would be issued after 12 days of training.

**Alcance Technologies Welcomes You!**

Note: This offer will expire by 30<sup>th</sup> May 2019.

**Your Reporting Address:**

The HR Department,  
Zealous Services,  
No.17/7, Shafika Building,  
Kodambakkam High Road, Nungambakkam,  
Chennai-600 034.

Reporting Time :9am

Received and accepted

With Warm Regards,

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

**Kathirevel Ganapathiappan**  
Director.

*"Exceeding the Expectations"*



Training | Consulting | Camps | Quizzes | HR  
Counselling | ELT | Teacher Empowerment

11/03/2019

Dear Sreenidhi T,

Welcome to Accentia Education .

With reference to the interview conducted at Prince Shri Venkateshwara Arts and Science College Chennai, on 5/02/2019, we are pleased to inform you that you have been selected to join our company as a "Communicative English Trainer". You will be entitled to a monthly starting remuneration of Rs.12,000/- or Rs.13,500 per month(Rs.12,000/- if you get placed in your home town and Rs.13,500/-if you get placed away from home town),which indicates Cost to Company( CTC). You will be appointed in one of our client schools in Kerala as "Communicative English Trainer" with effect from the 1<sup>st</sup> of June 2019.You should be willing to work anywhere in Kerala.

If you are happy with the terms and conditions of our company and wish to receive this offer of employment, you will have to undergo a free training programme at our training venue in Kochi, Kerala for a period of 8 days in the month of April/May , If you don't attend the training programme or your performance and behavior during the training is not satisfactory.Your placement will not be confirmed as mentioned above.

If you are interested in accepting this offer,please sign below and accept it and send the scanned copy of the same to placements@accentia.in in consultation with your placement officer. In the event you not done the same, this offer will be informed to you on contacting us over the phone. When you come for the training programme ,please do bring your original certificates as well as two passport size photos and a copy of your ID proof along with this offer letter.

We look forward to your working with us.



Yours Sincerely,

Bibin Antony  
Manager – HR

Mobile: 08547938985  
placements@accentia.in

With the signature below, I accept this offer of employment.

Sreenidhi T

23/04/2019

Name

Signature

Date

www.accentia.in

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

Regional Office  
First Floor, Supreme Tower, South Chalakudy  
Ph : 0480 3240489. Email : info@accentia.in