

INNOV4SIGHT HEALTH AND BIOMEDICAL SYSTEMS PRIVATE LIMITED

EGF #11, Bangalore Bioinnovation Centre, Bengaluru, Karnataka 560100

07-08-2020

Dear Aswathi P,

We are delighted to offer you the position of Medical Coder at Innov4sight Health and Biomedical Systems Private Limited. We are confident that your skills and experience will make a valuable contribution to our team and the services we provide to our patients.

As discussed during the interview, your starting date will be 12-08-2020. Your working hours will be 40 hours per week, and your salary will be 1,90,000 per annum.

We will provide you with a comprehensive benefits package, including health insurance, dental insurance, vision insurance, and 401(k) plan.

In your role as a Medical Coder, your responsibilities will include but not be limited to:

- Assigning medical codes to diagnoses, procedures, and services based on medical records and other healthcare provider documentation.
- Verifying the accuracy and completeness of coded information and ensuring compliance with coding guidelines and regulatory requirements.
- Reviewing medical records and other documentation to identify any inconsistencies, discrepancies, or missing information.
- Communicating with healthcare providers to clarify any coding or documentation issues.
- Participating in quality assurance and improvement activities.

We believe that your experience in medical coding and your attention to detail will enable you to excel in this position. Your ability to work effectively as part of a team and communicate clearly and professionally will also be valuable assets in this role.

We look forward to having you join our team and contributing to our mission of providing high-quality healthcare services to our patients. Please review this offer letter carefully and indicate your acceptance by signing and returning a copy to us. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,



Giridharan
HR Executive



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

I accept this offer of employment:



ishbsgmail.com



+91-9626584564

New Tech Industries

14th February 2020

LETTER OF OFFER

V.Aswini
Chennai

Dear V.Aswini,

With great pleasure, we would like to offer you the post of **Financial Analyst** on behalf of New Tech Industries.

Your performance during the campus interview on 7th February 2020 was quite impressive, and we would very much like to have you as part of our highly efficient team.

Your job responsibilities shall include collecting information about requirements and exact specifications of the items to be tested.

You must completely understand the parameters that must be fulfilled for a product to be of desired quality. You shall create detailed testing strategies and plans in order to guide your team. You shall collaborate with developers and product managers to identify requirements.

You shall keep meticulous records of all products tested by you, the methods involved, and the results obtained in each case.

You shall have to track bugs and resolve them within the stipulated timeline. You must also monitor the debugging process. You must check the causes of the non-performance of product and communicate the same to the concerned team.

Your salary at this job shall initially be **INR 1,90,860**. It shall be subject to revision from time to time based on your performance at your job. You shall also be eligible for mobile bill reimbursement and health insurance for yourself and your family.

The tentative Joining date will be 4th May 2020. A detailed appointment order will be issued at the time of joining. Please notify your acceptance through email on or before 28th February 2020.

We look forward to working with you.

Yours sincerely,



General Manager

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

157/2, Kadambur Main Road, Gudalur Village,
Near Gudalur Elementary School,
Maraimalai Nagar, Chennai - 603 209.
94458 08801

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: AUGUSTUS .T

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear AUGUSTUS .T,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as Associate Trainee.

During the initial training period of 12 months, your CTC including all benefits will be Rs.2,60,404/- as per the details mentioned in 'Annexure-1'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in 'Annexure-2'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

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

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

ANNEXURE-1

| | | | |
|---|----------------|----------|---------------------|
| Name | : AUGUSTUS.T | Date | : November 14, 2019 |
| Salary Grade | : AT1 | | |
| Components | Rs. p.a. | Rs. p.m. | |
| Basic | | | 15,000 |
| Bouquet of Benefits | | | 3,000 |
| A. Base Salary (PA) | 216,000 | | 18,000 |
| Annual Incentive | 10,000 | | |
| B. Total Variable (PA) | 10,000 | | |
| C. Total Target Cash (A+B) | 226,000 | | |
| Provident Fund (PF) | 21,600 | | 1,800 |
| Gratuity | 8,664 | | 722 |
| Mediclaime Premium | 4,140 | | |
| D. Retirals & Other Benefits | 34,404 | | |
| Cost to Company (CTC) C+D | 260,404 | | |

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

ANNEXURE-1

| Name | : AUXILIA PHILOMINAL R | Date | : November 14, 2019 |
|---|------------------------|---------------|---------------------|
| Salary Grade | : AT1 | | |
| Components | Rs. p.a. | Rs. p.m. | |
| Basic | | 15,000 | |
| Bouquet of Benefits | | 3,000 | |
| A. Base Salary (PA) | 216,000 | 18,000 | |
| Annual Incentive | 10,000 | | |
| B. Total Variable (PA) | 10,000 | | |
| C. Total Target Cash (A+B) | 226,000 | | |
| Provident Fund (PF) | 21,600 | 1,800 | |
| Gratuity | 8,664 | 722 | |
| Mediclaime Premium | 4,140 | | |
| D. Retirals & Other Benefits | 34,404 | | |
| Cost to Company (CTC) C+D | 260,404 | | |

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

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: AUXILIA PHILOMINAL ,R

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear AUXILIA PHILOMINAL ,R,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as Associate Trainee.

During the initial training period of 12 months, your CTC including all benefits will be Rs.2,60,404/- as per the details mentioned in 'Annexure-1'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in 'Annexure-2'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

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B. Kalpana
PRINCIPAL

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

BIO ANALYTICAL SERVICES

EMPLOYMENT OFFER

Ref No: BAS/2020/CI/061

Dear **Ayyanar R,**

We are pleased to offer you the position of Analyst - Bioanalysis at Bio Analytical Services. Your skills make you an excellent fit for our team, and we look forward to having you onboard.

Job Responsibilities:

As an Analyst - Bioanalysis, your primary responsibilities will include:

- Conducting research and analysis on various biotech industry topics and companies
- Preparing reports and presentations to communicate findings to clients and internal stakeholders
- Collaborating with team members to develop strategies and recommendations based on research
- Staying up-to-date on industry trends and developments to inform research and analysis
- Maintaining accurate and organized records of research findings and data

Joining Details:

Your starting date is 10th March 2020. Please report to Mr.Jagadeesan on your first day, who will provide you with an orientation and introduce you to your team members. Your work schedule will be 9.00 AM to 5.00 PM, and your work location will be Chennai.

Code of Conduct:

As an employee of Bio Analytical Services, you will be expected to adhere to the highest standards of professionalism, integrity, and ethical conduct. You will be required to sign and abide by our Code of Conduct, which outlines our expectations for behavior and ethics.

Salary Structure:

Your salary will be **Rs. 16,000** per month. This will be paid in accordance with our payroll schedule, and you will be eligible for any bonuses or incentives that may be offered.

Non-Disclosure:

As an employee of Bio Analytical Services, you will have access to confidential information and trade secrets. You will be required to sign a non-disclosure agreement, which will prohibit you from disclosing any confidential information to third parties.

Natesha Apartments, 1st floor no.28, Velachery Bypass Road,
Venkateswara Nagar, Velachery, Chennai, Tamil Nadu 600042

+044 63637089

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

BIO ANALYTICAL SERVICES

Termination Period:

We believe in building long-term relationships with our employees, but we also recognize that circumstances can change. If you decide to resign from your position, we request a termination notice of 3 months before your last working day. Similarly, if we need to terminate your employment for any reason, we will provide you with 3 months' notice.

Tax Advice:

We recommend that you consult with a tax advisor regarding your salary and any benefits that you may receive from Bio Analytical Services. We do not provide tax advice, and you are solely responsible for paying any taxes that may be owed.


Submitting Documents:

Please submit the following documents to HR Department before your start date:

- Signed copy of the offer letter
- Copies of Educational Certificates
- Passport Photographs
- Copies of Aadhar Card and Pan card
- Medical fitness Certificate including Blood Group details.

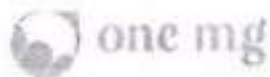
We are excited to have you join our team and look forward to working with you.

Sincerely,



Priyanka
Head - HR

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



05th Oct'2020

Sub: Offer Letter

Dear Ms. Aysha,

We are pleased to offer you the position of "Junior Copywriter" at One MG, Chennai.

Your Cost to Company (CTC) will be Rs. 18,000/- (Rupees Eighteen Thousand only) per month for the first three months. Post completion of three months, it will be revised to Rs. 20,000/- (Rupees Twenty Thousand Only) per month, solely based on your performance. The monthly payout would be as per the Annexure 1.

Monthly take home salary will however be calculated post TDS deduction, if applicable for your salary bracket based on the government regulations. A TDS certificate will be provided at the end of every financial year. TDS deducted will be based on the choice of tax regime declaration provided by you. Please refer to the salary breakup attached as Annexure 1.

All salary reviews are performance based & will happen annually. Performance would be measured, based on One MG's performance Evaluation process. Please refer to the performance evaluation form attached as Annexure 2.

A. Key Responsibilities

1. Ideate with creative team to create new, innovative concepts for our existing clients and in pitches and other sales pursuits.
2. Writing Copy to create compelling brand stories across projects involving brand identity design, Advertising campaigns on print, television and digital, Collateral design like brochures, websites etc.
3. Proactively partner with other visual designers, web developers, copy writers, account executives, and other team members for effective execution of ideas.
4. Estimate with project managers and client executives, schedules, roadmaps, and other operational details to successfully track and drive projects. You'll be expected to deliver quality work on time.
5. Up-skill to drive success through proactive strategic thinking and ideas execution across digital channels for our clients.

B. Work Schedule

1. Your work shift is minimum 10 hours per day from 10 AM – 08:00 PM five days a week, Monday to Friday. You have an option to take two breaks in a day. A 45-minute break for lunch (usually between 13:00 – 15:00 hrs.) and a 30-minute break for Tea (between 17:00 – 18:00 hrs.) We do not allow more than two breaks in a day. Failure to maintain the work shift on continuous basis can lead to loss of pay.
2. In case you are taking a sick leave or an emergency leave, the same should be informed to us before 08:30 AM on the same day.
3. For any casual leaves or planned holidays, you will need to apply for permission at-least 5 working days in advance.
4. Any forced holidays due to natural calamities like floods/earthquakes etc. will be compensated for.

C. Leave Policy

1. You are entitled to one paid leave in a month, on permission basis, post completion of three months.
2. In-case the paid leave is not availed in the respective month, it will get carried over up-to 12 months.
3. Un-availed paid leave's will be compensated at the end of 12 months.
4. All other government and public holidays are provided based on the standard holiday calendar at One MG. The same will be e-mailed to you post completion of induction.

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

Singapore
161, SA Sector 51
Singapore 12208

044
4701 Devanahill Road,
Suite 250, Marina Bay Sands,
Singapore 110095

shreyas@one-mg.com
one-mg.com
facebook.com/one-mg
linkedin.com/company/one-mg

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

ANNEXURE-1

| | | | |
|---|-----------------|-----------------|---------------------|
| Name | : AUGUSTUS T | Date | : November 14, 2019 |
| Salary Grade | : AT1 | | |
| Components | Rs. p.a. | Rs. p.m. | |
| Basic | | 15,000 | |
| Bouquet of Benefits | | 3,000 | |
| A. Base Salary (PA) | 216,000 | 18,000 | |
| Annual Incentive | 10,000 | | |
| B. Total Variable (PA) | 10,000 | | |
| C. Total Target Cash (A+B) | 226,000 | | |
| Provident Fund (PF) | 21,600 | 1,800 | |
| Gratuity | 8,664 | 722 | |
| Mediclaime Premium | 4,140 | | |
| D. Retirals & Other Benefits | 34,404 | | |
| Cost to Company (CTC) C+D | 260,404 | | |

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



netrocon digital

March 03, 2020

BakkiyaLakshmi V
3/123A, 7th Street,
Anna nagar, Eachangadu,
Chennai-600129.

Dear **BakkiyaLakshmi**,

Sub: Offer for the post of Business Development Associate

Further to your application and subsequent discussions between us, we are pleased to offer you the position of **Business Development Associate**.

You will be eligible for a salary of **Rs. 1,90,000/-** per annum. You will be on probation for the first 3 months and after 3 months based on your performance you will be confirmed for a fulltime position.

As agreed by you, you are requested to join us on **6th May 2020**.

- 1) You will need to sign an Employment Agreement with assurance to serve the Company for an agreed period of time.
- 2) You have to produce Copies of your educational certificates XII, UG (Mark sheet, Provisional and Convocation Certificate), PG (Mark sheet, Provisional, Degree Certificate), and Passport.
- 3) You are required to furnish the following, on or before joining:
 - Work experience certificates, Last drawn Pay slip, Form 16/salary certificate
 - Copy of Passport, Driving License, PAN card & Aadhar card.
 - Color Photos – 1 (Passport size) – scanned soft copy.

We look forward to your joining us at the set date. A scanned copy of this letter is to be returned duly signed as a token of your acceptance.

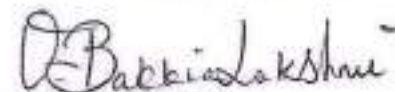
Thanking you,

Yours truly,

For Netrocon Digital,

Accepted

Date of Joining: 6/5/2020


BakkiyaLakshmi V

Shirley Vincent,
Director


PRINCIPAL

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

b) Participate in the solicitation of any employee of the Company to terminate his employment with the Company or to directly or indirectly participate in the solicitation of work on any account of the Company on which you worked, supervised, or participated in soliciting at any time during the one-year period prior to the date of termination of your agreement.

- H. **Termination of Services:** You shall retire from the service of the Company upon attaining the age of 65 years. Notwithstanding the above your service with the Company may be terminated at any-time, after confirmation, by giving written notice of 60 days or payment of two month's salary in lieu thereof. Provided further you shall be entitled to resign from the services of the Company by giving written notice of 90 days or at the discretion of the Company by payment of one month's basic salary in lieu thereof.*
- I. **Salary Review:** Your performance and salary will be reviewed as per the company's appraisal policy in the month of April every year or one year from the date of last appraisal, whichever is later. The company reserves the right to change the effective date of increment without assigning any reasons.
- J. **Acceptance:** If the above terms and conditions of the employment hereof is acceptable to you, please sign on the duplicate copy in token of your having accepted the same.

One MG looks for a long-term association with all its employees & we expect the same from you. Again, congratulations and welcome to the One MG family.

Annexure 1
Salary Break up for Ms. Aysha

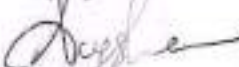
| # | Description | Salary (First 3 months) | Salary (Month 4 – 12) |
|---|--|----------------------------|--------------------------|
| 1 | Basic Salary | 9,000 | 10,000 |
| 2 | Housing Rental Allowance | 4,500 | 5,000 |
| 3 | Travel Allowance | 1,600 | 1,600 |
| 4 | Other Allowances (Medical, Special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

Note: TDS calculation are based on the government regulations for FY 2020 – 21 and based on the choice of the tax regime. A declaration indicating your choice of tax regime needs to be provided. Final TDS computation after completion of the induction formalities.

Yours sincerely
For One MG
Nishant Rastogi

Director of Possibilities

Employment offer accepted;



Ms. Aysha

Date of Acceptance: 22/6/21

Date of Joining: 23rd June '2021

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

Letter of Intent

Dear Bala Hariharan M,
B.COM,
Prince Shri Venkateshwara Arts& Science College

We are pleased to inform you of our intent to offer you the position of 'Trainee – 3B2' / 'Trainee – Data Conversion' with our organization. Your annual Cost-to-Company (CTC) will be Rs. 1,66,596 p.a. The break-up of the CTC will be provided to you along with your offer letter.

You will be informed of the exact date of joining closer to the start of your employment with TNQ.

Acknowledge this mail on or before **Feb 07, 2020** to indicate your acceptance of this offer.

Please mention your preferred job location in the reply mail:-

- a) Chennai
- b) Coimbatore

We will try to take your preferences into account. However, the management reserves the right to assign you to any location based on the business requirements at the time.

We look forward to your joining us and building a successful career with TNQ. All the very best!

Feel free to write back to us for any clarifications.

NOTE: TNQ and preferred recruitment partners NEVER ask for 'Recruitment fees', 'Processing fees', 'Security deposits', or any other kind of money in exchange for offer letters or interview calls.

Thanks & Regards
Human Resources
TNQ Technologies Pvt. Ltd.
[Linkedin](#) | [Twitter](#) | [Facebook](#)
T : +91 44 4596 4800 | tnq.co.in

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

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: BALAJI .K

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear BALAJI .K,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as Associate Trainee.

During the initial training period of 12 months, your CTC including all benefits will be Rs.2,60,404/- as per the details mentioned in 'Annexure-1'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in 'Annexure-2'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

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

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

ANNEXURE-1

| Name | : BALAJI K | Date | : November 14, 2019 |
|---|----------------|----------|---------------------|
| Salary Grade | : AT1 | | |
| Components | Rs. p.a. | Rs. p.m. | |
| Basic | | | 15,000 |
| Bouquet of Benefits | | | 3,000 |
| A. Base Salary (PA) | 216,000 | | 18,000 |
| Annual Incentive | 10,000 | | |
| B. Total Variable (PA) | 10,000 | | |
| C. Total Target Cash (A+B) | 226,000 | | |
| Provident Fund (PF) | 21,600 | | 1,800 |
| Gratuity | 8,664 | | 722 |
| Mediclaime Premium | 4,140 | | |
| D. Retirals & Other Benefits | 34,404 | | |
| Cost to Company (CTC) C+D | 260,404 | | |

B. Kalpana

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

Date: March 11, 2020

Ref: LTI/HR/Campus/NE6/2020

Name: BALAJI S

College: Prince Shri Venkateshwara Arts and Science College

OFFER OF EMPLOYMENT

Dear BALAJI S,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period, your CTC including all benefits will be **Rs.3,14,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

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ANNEXURE-1

| Name : BALAJI S | | Date : March 11, 2020 |
|---|----------------|-----------------------|
| Salary Grade : AT1 | | |
| Components | Rs. p.a. | Rs. p.m. |
| Basic | | 15,000 |
| Bouquet of Benefits | | 6,015 |
| Bonus | | 1750 |
| A. Base Salary (PA) | 273,180 | 22,765 |
| Annual Incentive | 0 | |
| B. Total Variable (PA) | 0 | |
| C. Total Target Cash (A+B) | 273,180 | |
| Provident Fund (PF) | 21,500 | 1,800 |
| Gratuity | 8,664 | 722 |
| Mediclaime Premium | 10,556 | |
| D. Retirels & Other Benefits | 40,820 | |
| Cost to Company (CTC) C+D | 314,000 | |

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



GSTIN : 33AABCF2938E1Z0
PAN : AABCF2938E

FIRSTMAN MANAGEMENT SERVICES PVT LTD

Registered & Corporate Office : # 20/41, 1st Avenue Defence Officers Colony, Ekkatuthangal, Chennai - 600 032.
E-mail : chennai@firstman.co.in Website : www.firstman.co.in
☎ 044 - 2234 0036 / 2234 0046

FIXED TERM APPOINTMENT LETTER

Ref No: FMS/IIT/APPLTR/2019-20/0201/11

Date: 10-Jan-2020

To

Mr. BALAJI R S
CHENNAI

Dear Mr. BALAJI R S,

It is our pleasure to appoint you as "Junior Executive" in Firstman Management services (P) Limited, in Project Stream or in any such capacity as the management shall from time to time determine. Your fixed term engagement period would be from 20-Jun-2020 to 30-May-2021.

During your employment you will be paid a Consolidated Pay of Rs.15830/- (Rupees Fifteen Thousand Eight Hundred and Thirty Only).

You will be working with us on this project for the said tenure on the following terms & conditions.

1. APPOINTMENT

- During the above mentioned period you will be required to render service with our client IIT Madras as per their requirement at their project sites in India.
- You will be liable to be transferred in such capacity as "Junior Executive" may from time to time determine to any other location, department, function or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- Deduction of Income Tax, Professional tax & other statutory deduction shall be made as per the requirements.
- We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, as may be decided by client keeping in view business needs and deliverables to customers.

B. Kalpana
PRINCIPAL

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

Page 1 of 5

Regional Office : # 11/38, First Main Road, Kumbhanga Nagar, Worayur, Trichy - 620 003.
23D, Iswaran Colony, Madhavipur, Secunderabad - 500 094.
5, Ayyappa Temple Street, Subbanocapalaya, M.S. Nagar Post, Banaswadi Main Road, Bangalore - 560 033.
312, Meenhammal Layout, Sivarama Colony, Tatabad, Coimbatore - 641 012.



GSTIN : 33AABCF2938E1Z0
PAN : AABCF2938E

FIRSTMAN MANAGEMENT SERVICES PVT LTD

Registered & Corporate Office : # 20/41, 1st Avenue Defence Officers Colony, Ekkatuthangal, Chennai - 600 032.

E-mail : chennai@firstman.co.in Website : www.firstman.co.in

☎ 044 - 2234 0036 / 2234 0016

2. CLAUSES:

The employer hereby prohibit the employee from engaging any sexual harassment at client's workplace and the employee premises to refrain from any form of sexual harassment during the course of employment in any around the premises of employment. If the employee violates the term mentioned in the agreement, he/she shall be fully responsible for his/her actions and the employer/client shall not be held responsible for any illegal acts committed at the discretion of the employee. If the employee's gross misconduct resulting in material damage/loss of property or equipment or any tangible / intangible items/ assets etc., will be dealt severely and employee solely responsible for damage or loss.

The Employee agrees to assign to the Employer all present and future right, title, and interest to all intellectual property ("Intellectual Property") created or discovered during the course of their employment. Intellectual Property includes, but is not limited to, algorithms, code, concepts, developments, designs, discoveries, ideas, formulas, improvements, inventions, processes, software, trademarks, and trade secrets. Intellectual Property also includes the tangible embodiments (e.g. - drawings, notes) of any intangible items. The Employee agrees to cooperate with the Employer to do whatever is reasonably necessary to obtain the patents and copyrights required to secure the Employer's ownership rights in the Intellectual Property.

The Employee will cooperate with the Employer during the course of their employment as well as after termination of this Agreement.

Upon termination of this Agreement, the Employee agrees to immediately return all tangible embodiments of the Intellectual Property, including but not limited to data, drawings, documents, and notes developed during the course of their employment. The Employee will not make copies or attempt to recreate the tangible embodiments.

WISH YOU ALL THE BEST!!!

For Firstman Management Services (P) Limited

Authorized Signatory

I agree that I have read, understand, and accept employment with M/s. Firstman Management Services Pvt. Ltd. under the terms and conditions stated above.

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

Name: Mr. BALAJI R S

Date: 18/6/20

Signature:

Page 5 of 5

Regional Offices : # 11/36, First Main Road, Ramalinga Nagar, Worlypur, Trichy - 620 022.

23D, Iswarapuri Colony, Sainikpuri, Secunderabad - 500 061.

6, Ayyappa Temple Street, Subbarnapalaya, M.S. Nagar East, Banowadi Main Road, Bangalore - 560 033.

312, Aneetharam Layout, Sivanarada Colony, Talarad, Coimbatore - 626 012.

PRINCIPAL

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



HR Ref No: VDARTOL285251

Sept 14, 2020

Dear Balaji,

Welcome to VDart Group!

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

You will draw a CTC of **1,41,169 (One Lakh Forty One Thousand One Hundred And Sixty Nine Rupees Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **Sept 22, 2020**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

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

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

Thanking you,

Yours faithfully,

MohanaSundaram
Assistant General Manager - HR

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

Annexure 1

Please find below the detailed monthly compensation break up, excluding taxation

| Salary Components | Monthly | Annual |
|-------------------------------|--------------|---------------|
| Basic | 7143 | |
| HRA | 2857 | |
| Total Gross Salary (A) | 10000 | 120000 |
| EPF | 857 | |
| ESIC | 325 | |
| Gratuity | 344 | |
| Part - (B) | 1526 | 18312 |
| Monthly CTC (A+B) | 11526 | |
| Leave Encashment (C) | | 2857 |
| Annual CTC (A+B+C) | | 141169 |

- * PT will be deducted once in six months
- * Deductions may vary subject to change in statutory rules

List of Mandatory documents to be submitted at the time of joining:

1. Relieving letter/ Service certificate from your previous employers (If previously employed)
2. UAN / ESIC Number (if previously employed)
3. Copy of last 3 months pay slip & form 16 or tax report (if previously employed)
4. Copies of educational certificates (10th/12th/Final Graduation Certificate or Diploma Certificate/Final PG certificate if applicable)
5. 4 copies of recent passport size photographs (2 with white background & 2 with blue background)
6. ID Proof copy, self-attested – (Aadhar / PAN Card / Passport /Driving License / Voter's ID)
7. Address Proof Copy, self-attested (Aadhar / Passport /Driving License / Voter's ID)


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

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: BALAMURUGAN K

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear BALAMURUGAN K,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as Associate Trainee.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,60,404/-** as per the details mentioned in 'Annexure-1'.

You will also be issued a detailed "Letter of Appointment" at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in 'Annexure-2'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

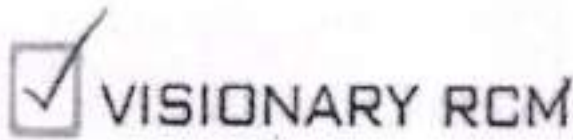
Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

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

ANNEXURE-1

| Name | : BALAMURUGAN | Date | : November 14, 2019 |
|---|----------------|---------------|---------------------|
| Salary Grade | : AT1 | | |
| Components | Rs. p.a. | Rs. p.m. | |
| Basic | | 15,000 | |
| Bouquet of Benefits | | 3,000 | |
| A. Base Salary (PA) | 216,000 | 18,000 | |
| Annual Incentive | 10,000 | | |
| B. Total Variable (PA) | 10,000 | | |
| C. Total Target Cash (A+B) | 226,000 | | |
| Provident Fund (PF) | 21,600 | 1,800 | |
| Gratuity | 8,664 | 722 | |
| Mediclaime Premium | 4,140 | | |
| D. Retirals & Other Benefits | 34,404 | | |
| Cost to Company (CTC) C+D | 260,404 | | |

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



Date: 22.11.2019

Dear Mr./Mrs. Banu Priya D.

Congratulations!! Welcome to Visionary RCM

You have been provisionally selected as Medical coder

Your Emoluments would be as follows:

Your CTC will be **Rs.25000/- + Incentives**

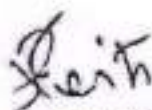
The details would be provided in the Appointment order.

You are requested to provide the following documents to complete the joining formalities. Your appointment letter would be issued once you submit the below documents.

1. Address proof
2. ID proof
3. Educational proof (Provisional Certificate)
4. Passport size photo (4 Nos)
5. Resume
6. Reference letter - 2 Nos

Your Date of joining - Should join on or before th July 09 2020

Wishing you all the best!!


HR - Campus Hiring

Visionary RCM


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



Date:10-Dec-20

Ref No: RRF-4268

Ms. Bhagyalakshme N
Chennai,Tamilnadu

Dear Bhagyalakshme N,

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.182000/- (Rupees One Lakh Eighty Two Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs.158000/- (Rupees One Lakh Fifty Eight 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. 24000/- (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.

CSS Corp Private Limited

CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6th, 9th & 10th Floor, Ambit IT Park, Industrial Estate
Ambattur, Chennai Tel:91 44 66758000 ,www.csscorp.com

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI - 600 973.

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: BHARATHI .K

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear BHARATHI .K,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as Associate Trainee.

During the initial training period of 12 months, your CTC including all benefits will be Rs.2,60,404/- as per the details mentioned in 'Annexure-1'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in 'Annexure-2'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

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

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

ANNEXURE-1

| | | | |
|---|----------------|----------|---------------------|
| Name | : BHARATHI.K | Date | : November 14, 2019 |
| Salary Grade | : AT1 | | |
| Components | Rs. p.a. | Rs. p.m. | |
| Basic | | | 15,000 |
| Bouquet of Benefits | | | 3,000 |
| A. Base Salary (PA) | 216,000 | | 18,000 |
| Annual Incentive | 10,000 | | |
| B. Total Variable (PA) | 10,000 | | |
| C. Total Target Cash (A+B) | 226,000 | | |
| Provident Fund (PF) | 21,600 | | 1,800 |
| Gratuity | 8,664 | | 722 |
| Mediclaim Premium | 4,140 | | |
| D. Retirals & Other Benefits | 34,404 | | |
| Cost to Company (CTC) C+D | 260,404 | | |

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

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: BHARATHI .T

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear BHARATHI .T,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as Associate Trainee.

During the initial training period of 12 months, your CTC including all benefits will be Rs.2,60,404/- as per the details mentioned in 'Annexure-1'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in 'Annexure-2'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

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

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

ANNEXURE-1

| Name | : BHARATHI .T | Date | : November 14, 2019 |
|---|----------------|---------------|---------------------|
| Salary Grade | : AT1 | | |
| Components | Rs. p.a. | Rs. p.m. | |
| Basic | | 15,000 | |
| Bouquet of Benefits | | 3,000 | |
| A. Base Salary (PA) | 216,000 | 18,000 | |
| Annual Incentive | 10,000 | | |
| B. Total Variable (PA) | 10,000 | | |
| C. Total Target Cash (A+B) | 226,000 | | |
| Provident Fund (PF) | 21,600 | 1,800 | |
| Gratuity | 8,664 | 722 | |
| Mediclaim Premium | 4,140 | | |
| D. Retirals & Other Benefits | 34,404 | | |
| Cost to Company (CTC) C+D | 260,404 | | |

B. Kalpana
PRINCIPAL

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

INNOV4SIGHT HEALTH AND BIOMEDICAL SYSTEMS PRIVATE LIMITED

EGF #11, Bangalore Bioinnovation Centre, Bengaluru, Karnataka 560100

07-08-2020

Dear BHARATHIDHASAN G,

We are delighted to offer you the position of Medical Coder at Innov4sight Health and Biomedical Systems Private Limited. We are confident that your skills and experience will make a valuable contribution to our team and the services we provide to our patients.

As discussed during the interview, your starting date will be 12-08-2020. Your working hours will be 40 hours per week, and your salary will be 1,90,000 per annum.

We will provide you with a comprehensive benefits package, including health insurance, dental insurance, vision insurance, and 401(k) plan.

In your role as a Medical Coder, your responsibilities will include but not be limited to:

- Assigning medical codes to diagnoses, procedures, and services based on medical records and other healthcare provider documentation.
- Verifying the accuracy and completeness of coded information and ensuring compliance with coding guidelines and regulatory requirements.
- Reviewing medical records and other documentation to identify any inconsistencies, discrepancies, or missing information.
- Communicating with healthcare providers to clarify any coding or documentation issues.
- Participating in quality assurance and improvement activities.

We believe that your experience in medical coding and your attention to detail will enable you to excel in this position. Your ability to work effectively as part of a team and communicate clearly and professionally will also be valuable assets in this role.

We look forward to having you join our team and contributing to our mission of providing high-quality healthcare services to our patients. Please review this offer letter carefully and indicate your acceptance by signing and returning a copy to us. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,



Giridharan
HR Executive

I accept this offer of employment:

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



ishbsg@gmail.com



+91-9626584564



Madurai Sai Engineering Company Pvt Ltd

13-March-2020

Ms. Bharati S
Chennai

Subject: Offer of Employment

Dear Bharati S,

With reference to your application and the subsequent sessions you had with us, we are pleased to offer you the position of "Operation Executive" with Madurai Sai Engineering Company Pvt Ltd. We strongly believe that you would be a great addition to our company and will help us reach greater heights.

You would be eligible for an annual CTC of Rs. **1,90,000** (Rupees One Lakh Ninety Thousand Only). Apart from the CTC, you are also entitled Rs. 5000 per annum as certification reimbursement and Rs. 6000 per annum towards health cover for you and your dependents.

You are also eligible for a one-time "Retention Bonus" of Rs 75,000 upon successful completion of Two Years continuous service with us, subject to statutory deductions, as applicable.

Your appointment letter, along with details of your responsibilities will be handed over to you on the date of joining. Please note that the details of your salary are strictly private and confidential and should not be disclosed to others.

As discussed, and agreed upon, we look forward to you joining us latest by 01st June 2020. On the date of joining, kindly furnish the originals and a photocopy of the documents mentioned in Annexure B.

We are excited about your joining us and look forward to a long and mutually beneficial association with you.

For Madurai Sai Engineering Company Pvt Ltd

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



netrocon digital

March 03, 2020

Bhavani S

No 48 E,A Cheran st,
Thiruvalluvar nagar,perungudi
Chennai-96.

Dear Bhavani,

Sub: Offer for the post of Business Development Associate

Further to your application and subsequent discussions between us, we are pleased to offer you the position of **Business Development Associate**.

You will be eligible for a salary of **Rs. 1,90,000/-** per annum. You will be on probation for the first 3 months and after 3 months based on your performance you will be confirmed for a fulltime position.

As agreed by you, you are requested to join us on **6th May 2020**.

- 1) You will need to sign an Employment Agreement with assurance to serve the Company for an agreed period of time.
- 2) You have to produce Copies of your educational certificates XII, UG (Mark sheet, Provisional and Convocation Certificate), PG (Mark sheet, Provisional, Degree Certificate), and Passport.
- 3) You are required to furnish the following, on or before joining:
 - Work experience certificates, Last drawn Pay slip, Form 16/salary certificate
 - Copy of Passport, Driving License, PAN card & Aadhar card.
 - Color Photos – 1 (Passport size) – scanned soft copy.

We look forward to your joining us at the set date. A scanned copy of this letter is to be returned duly signed as a token of your acceptance.

Thanking you,

Yours truly,

For Netrocon Digital,

Shirley Vincent.
Director

Accepted
Date of Joining: 06-05-2020

Bhavani S

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



Date: 22.11.2019

Dear Mr./Mrs. Bhuvani P

Congratulations!!! Welcome to Visionary RCM

You have been provisionally selected as Medical coder

Your Emoluments would be as follows:

Your CTC will be Rs.25000/- + Incentives

The details would be provided in the Appointment order.

You are requested to provide the following documents to complete the joining formalities. Your appointment letter would be issued once you submit the below documents.

1. Address proof
2. ID proof
3. Educational proof (Provisional Certificate)
4. Passport size photo (4 Nos)
5. Resume
6. Reference letter - 2 Nos

Your Date of joining - Should join on or before July 09th 2020

Wishing you all the best!!


HR - Campus Hiring

Visionary RCM


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



Capgemini
Floor 2/C Wing, 3rd floor, Soflag IT Park,
Chilag: S Boyce Compound, Gate No. 2,
I B S Nagar, Paschimmedinipur, West Bengal,
India
Tel: +91 33 6098 0000 | Fax: +91 33 6055 7000
www.capgemini.com

Date: December 12, 2019

Ref No: HR/Campus/LO15274710/1

Mr. Bhuvanesh
Prince Shri Venkateshwara Arts And Science College

Dear Bhuvanesh,

With reference to your interview conducted by us at SRM University, Chennai, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

B. Kalpana
PRINCIPAL

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

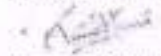
ANNEXURE 1

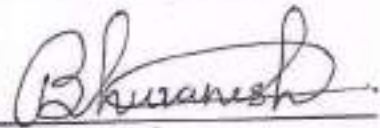
Bhuvanesh

Associate and A3

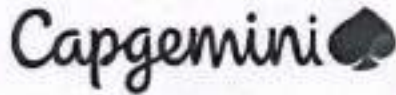
Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & on behalf of Capgemini


Puneet Kumra
Head-Fresher Hiring

Signature: 
Candidate Name: Bhuvanesh
Date: 16/12/19

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI - 600 173.



Capgemini Technology Services India Limited
Plant 2, 'C' Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikroli (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91 22 6686 0500 | Fax: +91 22 6755 7066
www.capgemini.com

Date: December 12, 2019

Ref No: HR/Campus/LO15274759/1

Mr. BHUVANESH. S
Prince Shri Venkateshwara Arts And Science College

Dear Bhuvanesh,

With reference to your interview conducted by us at SRM University, Chennai, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

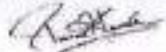
ANNEXURE 1

Bhuvanesh S


Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & on behalf of Capgemini



Puneet Kumra
Head-Fresher Hiring

Signature: 

Candidate Name: Bhuvanesh S

Date: 12/03/2023

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

HCL TECHNOLOGIES LTD.
Division: Business Services
B-34/3, Sector 59, Noida 301 301, UP, India
Tel +91 120 4364200, Fax +91 120 2589688
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India
CIN- L74140DL1991PLC046369
www.hclbpo.com
www.hcl.com

Date: December 21, 2020

Private and Confidential

Bhuvaneshwari C

**No.2, 5th Street, North Ram Nagar,
Madipakkam, Chennai,
Tamil Nadu, India - 600091**

Dear Bhuvaneshwari,

With reference to your application and subsequent interview, we are pleased to make you an offer - cum - appointment with **HCL Technologies Ltd., - BUSINESS SERVICES ("BSERV" or "HCL" or "Company")** as **Customer Service Representative**. You are required to report on December 22, 2020, at 09:00 a.m., at the address: **HCL Technologies Ltd., - BUSINESS SERVICES, Chennai-SEZ, SDB2 Sholinganallur 602/3.**

- Your annual compensation would be **Rs. 203000 Per annum**. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure B**.
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.
- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuiness of documents or information provided by you to the Company. You are

Signature of the employee

HCL

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



Dated: 14/12/2020

OFFER & APPOINTMENT LETTER

To,

Ms. Bhuvaneshwari H

Dear Bhuvaneshwari,

We are glad to inform you that, upon acceptance offer, you will be of this appointed as **Operations Executive** at **DigiGrad**, as per terms and conditions discussed and agreed upon as under:

1. You are expected to join DigiGrad on or before **December 30, 2020**, and your appointment will be effective from the date of your joining.
2. Your monthly salary and annual salary details are included as an **Annexure 2** to this letter. Your Annual CTC will be **Rs.2,64,000**.
3. **Induction:** You will undergo a 2-3 day induction/training to familiarize you with the various services/solutions of DigiGrad.
4. Your future **increments or promotion** or any other salary increase shall be based on merit/grades considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
5. You will be on **Probation** for a period of **Two Months** during which the leave policy will not be applicable. After successful completion of your probation and feedback from the Team Leads, your services as a permanent Team Member will be confirmed in writing.
6. You may end your employment by giving **One Months' Notice** (for confirmed Team Members) or **Two Weeks** of notice (for Team Members on probation), or DigiGrad may terminate your employment by giving you **15 days' notice**, in lieu thereof. Team Members on probation can have their service terminated by the DigiGrad without any prior notice.
 - I. During notice period time, you will ensure that all the assigned work has been completed / handed over to the satisfaction of the DigiGrad before you are relieved. The decision on the date on which you will be relieved rests solely with DigiGrad. In case you terminate your employment before the expiry of the period of the contract, you will be expected to seek and source another individual to provide the services you render the DigiGrad.
 - II. DigiGrad reserves the right to terminate your services without notice for any of the reasons stated below after giving you a **3-day show cause notice**:
 - a. Breach of DigiGrad's standards with respect to integrity, ethics, honesty, sincerity and loss of confidence.
 - b. Failure to follow DigiGrad's rules and regulations.

Khaleel Shirazi Estate, 6th Floor, No. 326, Fountain Plaza, Pantheon Road, Egmore, Chennai

B. K. Ramesh
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
 JUVVIVAKKAM, CHENNAI - 600013.



HR Ref No: VDARTOL258731

Sept 14, 2020

Dear Bhuvaneshwari,

Welcome to VDart Group!

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

You will draw a CTC of **1,41,169 (One Lakh Forty One Thousand One Hundred And Sixty Nine Rupees Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **Sept 22, 2020**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

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

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

Thanking you,

Yours faithfully,

Mohana Sundaram
Assistant General Manager - HR

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

Annexure 1

Please find below the detailed monthly compensation break up, excluding taxation

| Salary Components | Monthly | Annual |
|-------------------------------|--------------|---------------|
| Basic | 7143 | |
| HRA | 2857 | |
| Total Gross Salary (A) | 10000 | 120000 |
| EPF | 857 | |
| ESIC | 325 | |
| Gratuity | 344 | |
| Part - (B) | 1526 | 18312 |
| Monthly CTC (A+B) | 11526 | |
| Leave Encashment (C) | | 2857 |
| Annual CTC (A+B+C) | | 141169 |

- * PT will be deducted once in six months
- * Deductions may vary subject to change in statutory rules

List of Mandatory documents to be submitted at the time of joining:

1. Relieving letter/ Service certificate from your previous employers (If previously employed)
2. UAN / ESIC Number (if previously employed)
3. Copy of last 3 months pay slip & form 16 or tax report (if previously employed)
4. Copies of educational certificates (10th/12th/Final Graduation Certificate or Diploma Certificate/Final PG certificate if applicable)
5. 4 copies of recent passport size photographs (2 with white background & 2 with blue background)
6. ID Proof copy, self-attested – (Aadhar / PAN Card / Passport /Driving License / Voter's ID)
7. Address Proof Copy, self-attested (Aadhar / Passport /Driving License / Voter's ID)


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



HR Ref No: VDARTOL258731

Jul 14, 2020

Dear Bhuvaneshwari K,

Welcome to VDart Group!

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

You will draw a CTC of **1,41,169 (One Lakh Forty One Thousand One Hundred And Sixty Nine Rupees Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **Aug 22, 2020**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

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

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

Thanking you,

Yours faithfully,

Mohana Sundaram
Assistant General Manager - HR

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



Annexure 1

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2. UAN / ESIC Number (if previously employed)
3. Copy of last 3 months pay slip & form 16 or tax report (if previously employed)
4. Copies of educational certificates (10th/12th/Final Graduation Certificate or Diploma Certificate/Final PG certificate if applicable)
5. 4 copies of recent passport size photographs (2 with white background & 2 with blue background)
6. ID Proof copy, self-attested – (Aadhar / PAN Card / Passport /Driving License / Voter's ID)
7. Address Proof Copy, self-attested (Aadhar / Passport /Driving License / Voter's ID)

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIYAKKAM, CHENNAI - 600 075.

05th Oct'2020

Sub: Offer Letter

Dear Ms. Bhuvaneshwari,

We are pleased to offer you the position of "**Junior Copywriter**" at One MG, Chennai.

Your Cost to Company (CTC) will be **Rs. 18,000/-** (Rupees Eighteen Thousand only) per month for the first three months. Post completion of three months, it will be revised to **Rs. 20,000/-** (Rupees Twenty Thousand Only) per month, **solely based on your performance**. The monthly payout would be as per the Annexure 1.

Monthly take home salary will however be calculated post TDS deduction, if applicable for your salary bracket based on the government regulations. A TDS certificate will be provided at the end of every financial year. TDS deducted will be based on the choice of tax regime declaration provided by you. Please refer to the salary breakup attached as Annexure 1.

All salary reviews are performance based & will happen annually. Performance would be measured, based on One MG's performance Evaluation process. Please refer to the performance evaluation form attached as Annexure 2.

A. Key Responsibilities

1. Ideate with creative team to create new, innovative concepts for our existing clients and in pitches and other sales pursuits.
2. Writing Copy to create compelling brand stories across projects involving brand identity design, Advertising campaigns on print, television and digital, Collateral design like brochures, websites etc.
3. Proactively partner with other visual designers, web developers, copy writers, account executives, and other team members for effective execution of ideas.
4. Estimate with project managers and client executives, schedules, roadmaps, and other operational details to successfully track and drive projects. You'll be expected to deliver quality work on time.
5. Up-skill to drive success through proactive strategic thinking and ideas execution across digital channels for our clients

B. Work Schedule

1. Your work shift is minimum 10 hours per day from 10 AM – 08:00 PM five days a week, Monday to Friday. You have an option to take two breaks in a day. A 45-minute break for lunch (usually between 13:00 – 15:00 hrs.) and a 30-minute break for Tea (between 17:00 – 18:00 hrs.) We do not allow more than two breaks in a day. Failure to maintain the work shift on continuous basis can lead to loss of pay.
2. In case you are taking a sick leave or an emergency leave, the same should be informed to us before 08:30 AM on the same day.
3. For any casual leaves or planned holidays, you will need to apply for permission at-least 5 working days in advance.
4. Any forced holidays due to natural calamities like floods/earthquakes etc. will be compensated for.

C. Leave Policy

1. You are entitled to one paid leave in a month, on permission basis, post completion of three months.
2. In-case the paid leave is not availed in the respective month, it will get carried over up-to 12 months.
3. Un-availed paid leave's will be compensated at the end of 12 months.
4. All other government and public holidays are provided based on the standard holiday calendar at One MG. The same will be e-mailed to you post completion of induction.

Chennai
23, North Beach Road,
Nandis Apartments,
Chennai - 07

Chennai
161 SR Sector 5A
Gowrinagar - 022098

Chennai
47th Decorative Road,
Sura 06, Narasapuram
74, 17x08

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

b) Participate in the solicitation of any employee of the Company to terminate his employment with the Company or to directly or indirectly participate in the solicitation of work on any account of the Company on which you worked, supervised, or participated in soliciting at any time during the one-year period prior to the date of termination of your agreement.

- H. **Termination of Services:** You shall retire from the service of the Company upon attaining the age of 65 years. Notwithstanding the above your service with the Company may be terminated at any-time, after confirmation, by giving written notice of 60 days or payment of two month's salary in lieu thereof. Provided further you shall be entitled to resign from the services of the Company by giving written notice of 90 days or at the discretion of the Company by payment of one month's basic salary in lieu thereof.*
- I. **Salary Review:** Your performance and salary will be reviewed as per the company's appraisal policy in the month of April every year or one year from the date of last appraisal, whichever is later. The company reserves the right to change the effective date of increment without assigning any reasons.
- J. **Acceptance:** If the above terms and conditions of the employment hereof is acceptable to you, please sign on the duplicate copy in token of your having accepted the same.

One MG looks for a long-term association with all its employees & we expect the same from you. Again, congratulations and welcome to the One MG family.

Annexure 1
Salary Break up for Ms. Bhuvaneshwari

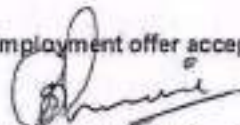
| # | Description | Salary (First 3 months) | Salary (Month 4 – 12) |
|---|--|----------------------------|--------------------------|
| 1 | Basic Salary | 9,000 | 10,000 |
| 2 | Housing Rental Allowance | 4,500 | 5,000 |
| 3 | Travel Allowance | 1,600 | 1,600 |
| 4 | Other Allowances (Medical, Special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

Note: TDS calculation are based on the government regulations for FY 2020 – 21 and based on the choice of the tax regime. A declaration indicating your choice of tax regime needs to be provided. Final TDS computation after completion of the induction formalities

Yours sincerely
For One MG
Nishant Rastogi

Director of Possibilities

Employment offer accepted;

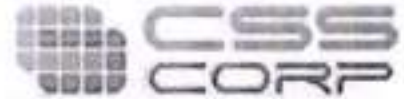


Ms. Bhuvaneshwari

Date of Acceptance: 20/6/21

Date of Joining: 23rd June '2021

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



Date:10-Dec-20

Ref No: RRF-4270

Ms. Bhuvaneshwari K
Chennai,Tamilnadu

Dear Bhuvaneshwari K,

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.182000/- (Rupees One Lakh Eighty Two Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs.158000/- (Rupees One Lakh Fifty Eight 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. 24000/- (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.

CSS Corp Private Limited
CIN:U72900TN2000PTC115034

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

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



Date:10-Dec-20

Ref No: RRF-4273

Ms. Bhuvaneshwari R
Chennai,Tamilnadu

Dear Bhuvaneshwari R,

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.

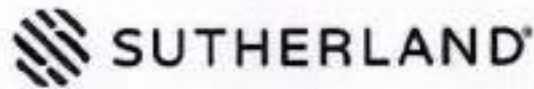
TERMS AND CONDITIONS:

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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.

CSS Corp Private Limited
CIN:U72900TN2000PTC115034

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

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



June 06, 2020

Dear **Boominathan S,**

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 13, 2020** on the following terms and conditions.

Your place of posting will be initially at **Chennai**. However during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is **Rs.225,000.00** /- per annum (Rupees Two Lakhs Twenty Five Thousand Only), the details of which are given in the annexure of the appointment letter.

You shall report to **Shiva Thangavel** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing. On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

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

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

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

Sutherland Global Services Private Ltd.
Annexure

Name of the Employee: Boominathan S
Designation: Consultant - NonVoice
Date of Joining: June 13, 2020
Level: 1

| Components | Rs. Per month | Rs. Per annum |
|--|---------------|---------------|
| FIXED PAY (A) | | |
| 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 |
| SKILL BASED PAY (B) | | |
| Skill Based Pay | 750.00 | 9,000.00 |
| Gross Salary (A + B) | 14,955.00 | 179,463.00 |
| PERFORMANCE INCENTIVE (C) | | |
| Performance Incentive | 2,750.00 | 24,750.00 |
| STATUTORY BENEFITS AND INSURANCE (D) | | |
| Employer's Contribution to PF | 1,481.00 | 17,767.00 |
| Gratuity | 252.00 | 3,020.00 |
| CTC (A + B + C + D) | 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 |

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| | |
|-----------------------|--|
| 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>Example 1: If DOJ on 1st of any Month, then PI eligibility would be from 3rd Month and paid along 5th Month Salary</p> <p>Example 2: If DOJ is on 2nd onwards of any Month, then PI eligibility would be from 4th Month and paid along 6th Month Salary</p> |
|-----------------------|--|

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



Date: 15-Mar-20

Dear Blessy L,

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, 6th, 9th & 10th Floor, Ambit IT Park, Industrial Estate,
Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com

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

| Salary Working | | | |
|---|---------------------|---------------|-----------------|
| Designation: Trainee - Technical Support | | Grade: | JL 1 B |
| Guaranteed Compensation | Explanatory Notes | Monthly | Annual |
| Basic Pay | 30% of TGC | 5,960 | 71,520 |
| House Rent Allowance | 50% of Basic Pay | 2,980 | 35,760 |
| Statutory Bonus | As per the Act | 1,192 | 14,304 |
| Special Allowance* | Balancing Component | 7,131 | 85,566 |
| Statutory Component | | | |
| Provident Fund (Employer Contribution) | As per the Act | 1,571 | 18,850 |
| Total Guaranteed Compensation (TGC) | | 18,833 | 2,26,000 |
| Variable Component | | | |
| Variable Performance Pay** | | | 24,000 |
| Gross Cost to Company (CTC) | | | 2,50,000 |
| Insurance Benefits | | | |
| Personal Accident Disability Insurance Cover | | | 7,50,000 |
| Personal Accident Death Insurance Cover | | | 15,00,000 |
| Group Term Life Insurance Cover | | | 15,00,000 |
| Employee Deposit Link Insurance Cover | | | 7,05,000 |
| Hospitalization Insurance for self (spouse & 2 dependent children) | | | 2,00,000 |
| Gratuity as per prevailing rules | | | |
| Leave Encashment upon exit up to 60 days Basic | | | |
| Explanatory Notes | | | |
| Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules | | | |
| Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution | | | |
| *Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs. | | | |
| ** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy. | | | |

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

BIO ANALYTICAL SERVICES

EMPLOYMENT OFFER

Ref No: BAS/2020/CI/061

Dear **Boopathi M,**

We are pleased to offer you the position of Analyst - Bioanalysis at Bio Analytical Services. Your skills make you an excellent fit for our team, and we look forward to having you onboard.

Job Responsibilities:

As an Analyst - Bioanalysis, your primary responsibilities will include:

- Conducting research and analysis on various biotech industry topics and companies
- Preparing reports and presentations to communicate findings to clients and internal stakeholders
- Collaborating with team members to develop strategies and recommendations based on research
- Staying up-to-date on industry trends and developments to inform research and analysis
- Maintaining accurate and organized records of research findings and data

Joining Details:

Your starting date is 10th March 2020. Please report to Mr.Jagadeesan on your first day, who will provide you with an orientation and introduce you to your team members. Your work schedule will be 9.00 AM to 5.00 PM, and your work location will be Chennai.

Code of Conduct:

As an employee of Bio Analytical Services, you will be expected to adhere to the highest standards of professionalism, integrity, and ethical conduct. You will be required to sign and abide by our Code of Conduct, which outlines our expectations for behavior and ethics.

Salary Structure:

Your salary will be **Rs. 16,000** per month. This will be paid in accordance with our payroll schedule, and you will be eligible for any bonuses or incentives that may be offered.

Non-Disclosure:

As an employee of Bio Analytical Services, you will have access to confidential information and trade secrets. You will be required to sign a non-disclosure agreement, which will prohibit you from disclosing any confidential information to third parties.

Natesha Apartments, 1st floor no.28, Velachery Bypass Road,
Venkateswara Nagar, Velachery, Chennai, Tamil Nadu 600042



+044 63697089



bioanalytic@gmail.com

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

BIO ANALYTICAL SERVICES

Termination Period:

We believe in building long-term relationships with our employees, but we also recognize that circumstances can change. If you decide to resign from your position, we request a termination notice of 3 months before your last working day. Similarly, if we need to terminate your employment for any reason, we will provide you with 3 months' notice.

Tax Advice:

We recommend that you consult with a tax advisor regarding your salary and any benefits that you may receive from Bio Analytical Services. We do not provide tax advice, and you are solely responsible for paying any taxes that may be owed.

Submitting Documents:

Please submit the following documents to HR Department before your start date:

- Signed copy of the offer letter
- Copies of Educational Certificates
- Passport Photographs
- Copies of Aadhar Card and Pan card
- Medical fitness Certificate including Blood Group details.

We are excited to have you join our team and look forward to working with you.

Sincerely,



Priyanka

Head - HR

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
TIRUVAKKAM, CHENNAI - 600042

05th Oct'2020

Sub: Offer Letter

Dear Ms. Cathelin,

We are pleased to offer you the position of "**Junior Copywriter**" at One MG, Chennai.

Your Cost to Company (CTC) will be **Rs. 18,000/-** (Rupees Eighteen Thousand only) per month for the first three months. Post completion of three months, it will be revised to **Rs. 20,000/-** (Rupees Twenty Thousand Only) per month, **solely based on your performance**. The monthly payout would be as per the Annexure 1.

Monthly take home salary will however be calculated post TDS deduction, if applicable for your salary bracket based on the government regulations. A TDS certificate will be provided at the end of every financial year. TDS deducted will be based on the choice of tax regime declaration provided by you. Please refer to the salary breakup attached as Annexure 1.

All salary reviews are performance based & will happen annually. Performance would be measured, based on One MG's performance Evaluation process. Please refer to the performance evaluation form attached as Annexure 2.

A. Key Responsibilities

1. Ideate with creative team to create new, innovative concepts for our existing clients and in pitches and other sales pursuits.
2. Writing Copy to create compelling brand stories across projects involving brand identity design, Advertising campaigns on print, television and digital, Collateral design like brochures, websites etc.
3. Proactively partner with other visual designers, web developers, copy writers, account executives, and other team members for effective execution of ideas.
4. Estimate with project managers and client executives, schedules, roadmaps, and other operational details to successfully track and drive projects. You'll be expected to deliver quality work on time.
5. Up-skill to drive success through proactive strategic thinking and ideas execution across digital channels for our clients.

B. Work Schedule

1. Your work shift is minimum 10 hours per day from 10 AM – 08:00 PM five days a week, Monday to Friday. You have an option to take two breaks in a day. A 45-minute break for lunch (usually between 13:00 – 15:00 hrs.) and a 30-minute break for Tea (between 17:00 – 18:00 hrs.) We do not allow more than two breaks in a day. Failure to maintain the work shift on continuous basis can lead to loss of pay.
2. In case you are taking a sick leave or an emergency leave, the same should be informed to us before 08:30 AM on the same day.
3. For any casual leaves or planned holidays, you will need to apply for permission at-least 5 working days in advance.
4. Any forced holidays due to natural calamities like floods/earthquakes etc. will be compensated for.

C. Leave Policy

1. You are entitled to one paid leave in a month, on permission basis, post completion of three months.
2. In-case the paid leave is not availed in the respective month, it will get carried over up-to 12 months.
3. Un-availed paid leave's will be compensated at the end of 12 months.
4. All other government and public holidays are provided based on the standard holiday calendar at One MG. The same will be e-mailed to you post completion of induction.

Chennai
23, North Beg Road,
Aparna Apartments,
Chennai - 07

Gurgaon
161 St, Sector 51
Gurgaon - 122016

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

b) Participate in the solicitation of any employee of the Company to terminate his employment with the Company or to directly or indirectly participate in the solicitation of work on any account of the Company on which you worked, supervised, or participated in soliciting at any time during the one-year period prior to the date of termination of your agreement.

- H. **Termination of Services:** You shall retire from the service of the Company upon attaining the age of 65 years. Notwithstanding the above your service with the Company may be terminated at any-time, after confirmation, by giving written notice of 60 days or payment of two month's salary in lieu thereof. Provided further you shall be entitled to resign from the services of the Company by giving written notice of 90 days or at the discretion of the Company by payment of one month's basic salary in lieu thereof."
- I. **Salary Review:** Your performance and salary will be reviewed as per the company's appraisal policy in the month of April every year or one year from the date of last appraisal, whichever is later. The company reserves the right to change the effective date of increment without assigning any reasons.
- J. **Acceptance:** If the above terms and conditions of the employment hereof is acceptable to you, please sign on the duplicate copy in token of your having accepted the same.

One MG looks for a long-term association with all its employees & we expect the same from you. Again, congratulations and welcome to the One MG family.

Annexure 1
Salary Break up for Ms. Cathelin

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

Note: TDS calculation are based on the government regulations for FY 2020 – 21 and based on the choice of the tax regime. A declaration indicating your choice of tax regime needs to be provided. Final TDS computation after completion of the induction formalities.

Yours sincerely
For One MG
Nishant Rastogi

Director of Possibilities

Employment offer accepted;


Ms. Cathelin

Date of Acceptance: 21/6/21

Date of Joining: 23rd June '2021

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

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: CHANDRU. P

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

Dear CHANDRU .P,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as Associate Trainee.

During the initial training period of 12 months, your CTC including all benefits will be Rs.2,60,404/- as per the details mentioned in 'Annexure-1'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in 'Annexure-2'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

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

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

Name : CHANDRU .P

Date : November 14, 2019

Salary Grade : AT1

| Components | Rs. p.a. | Rs. p.m. |
|------------------------------|----------|----------|
| Basic | | 15,000 |
| Bouquet of Benefits | | 3,000 |
| A. Base Salary (PA) | 216,000 | 18,000 |
| Annual Incentive | 10,000 | |
| B. Total Variable (PA) | 10,000 | |
| C. Total Target Cash (A+B) | 226,000 | |
| Provident Fund (PF) | 21,600 | 1,800 |
| Gratuity | 8,664 | 722 |
| Mediclaim Premium | 4,140 | |
| D. Retirals & Other Benefits | 34,404 | |
| Cost to Company (CTC) C+D | 260,404 | |

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



MAYUKAM TECHNOLOGY SOLUTIONS PVT LTD

Date: 21-Jul-2020

Chari S K
Chennai

Letter of Offer

Dear Chari,

With reference to your interview with us, we are pleased to make a Job offer of appointment to you on Associate Financial Analyst position. The broad terms of appointment as discussed during our meeting shall be follows.

POSITION / DESIGNATION

You would be designated as Associate Financial Analyst.

REPORTING / POSTING

You shall be reporting to the Human Resource department at the time of joining. You will be posted at Salem location.

SALARY

You will receive a gross salary of **1,90,600** per annum. You will be eligible for leave and other such benefits in accordance with the company's rules and regulations.



MAYUKAM TECHNOLOGY SOLUTIONS PVT LTD

13.7.20
PRINCIPAL
PRINCE SHRI VENKATESWARAR
ARTS AND SCIENCE COLLEGE
GOWRIVARKAM, CHENNAI - 600 073.

PROBATION

Your probation period will 12 months from your date of joining, after which your performance will be appraised. You will be confirmed in your appointment in writing on successful completion of the said probationary period.

VALIDITY

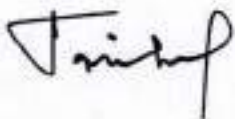
This offer is valid for acceptance within 2 weeks from the date of issuance.

APPOINTMENT

The appointment will be effective from the date 01-Aug-2020. You are required to submit the following documents:

- Proof of your academic qualifications / professional / qualifications / Residential Address (Ration Card /Passport copy).
- Photocopy of PAN Card.
- Photocopy of Aadhar Card.
- Latest Passport size photographs (Self) – 3 Nos.

Best Regards,



HR – Head

Mayukkam Technology Solutions Pvt Ltd

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

Cognizant

Superset ID: 1704513

Jan 27, 2021

Dear Charumathi V,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be Programmer Trainee. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be INR 252,000/-. This includes an annual incentive target of INR 12,000/-. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources

B. Kalpana
PRINCIPAL

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

Date: 12/3/2020

Ref No:

Performa Offer from Episource

Dear CHITHRA.M

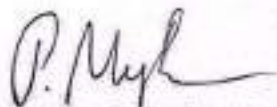
We are pleased to offer you an employment as per details given below:

- a) Designation Process Analyst
- b) Work location --- Chennai
- c) Date of joining 16/3/2020
- d) You will be entitled to an all-inclusive compensation of INR 2,60,000/- only per annum.

The final letter of appointment letter will be handed over to you upon joining the service of the company.

You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer.

For Episource India Pvt Ltd.



Manjula Palanisamy
Associate Vice President - HR

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

●●● Episource India Pvt. Ltd | www.episource.com | CIN - U72900TN2004PTC053347

Registered Office: No. 18, Sathyanaarayana Avenue, Boat Club Road, R.A. Puram, Chennai - 600 028.

Corporate Office
2nd Floor, Prince Info City II,
No. 141, Rajiv Gandhi Salai (OMR),
Kandanchavadi, Chennai - 600 096.
Ph: +91 44 4910 1616

Mumbai Office
5th Floor, E Wing, Corporate Avenue
(Atul Projects), Opp. Saltlake Corporate Park,
Chokala, Andheri- Ghatskopar Link Road,
Andheri East, Mumbai - 400 093.

Vijayawada Office
Door. No. 54-15-5A, 3rd Floor,
Lakshmi Avenue,
Srinivasa Nagar Bank Colony,
Ring Road, Vijayawada - 520 008.



MAYUKAM TECHNOLOGY SOLUTIONS PVT LTD

Date: 21-Aug-2020

L.Charupriya
Chennai

Letter of Offer

Dear L.Charupriya,

With reference to your interview with us, we are pleased to make a Job offer of appointment to you on Associate Financial Analyst position. The broad terms of appointment as discussed during our meeting shall be follows.

POSITION / DESIGNATION

You would be designated as Associate Financial Analyst.

REPORTING / POSTING

You shall be reporting to the Human Resource department at the time of joining. You will be posted at Salem location.

SALARY

You will receive a gross salary of **1,90,600** per annum. You will be eligible for leave and other such benefits in accordance with the company's rules and regulations.

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



MAYUKAM TECHNOLOGY SOLUTIONS PVT LTD

PROBATION

Your probation period will 12 months from your date of joining, after which your performance will be appraised. You will be confirmed in your appointment in writing on successful completion of the said probationary period.

VALIDITY

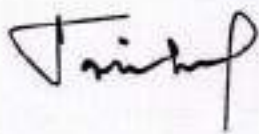
This offer is valid for acceptance within 2 weeks from the date of issuance.

APPOINTMENT

The appointment will be effective from the date 01-Sep-2020. You are required to submit the following documents:

- Proof of your academic qualifications / professional / qualifications / Residential Address (Ration Card /Passport copy).
- Photocopy of PAN Card.
- Photocopy of Aadhar Card.
- Latest Passport size photographs (Self) – 3 Nos.

Best Regards,



HR – Head

Mayukkam Technology Solutions Pvt Ltd

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

BIO ANALYTICAL SERVICES

EMPLOYMENT OFFER

RefNo: BAS/2020/CI/082

Dear **Chithra R,**

We are pleased to offer you the position of Analyst - Bioanalysis at Bio Analytical Services. Your skills make you an excellent fit for our team, and we look forward to having you onboard.

Job Responsibilities:

As an Analyst - Bioanalysis, your primary responsibilities will include:

- Conducting research and analysis on various biotech industry topics and companies
- Preparing reports and presentations to communicate findings to clients and internal stakeholders
- Collaborating with team members to develop strategies and recommendations based on research
- Staying up-to-date on industry trends and developments to inform research and analysis
- Maintaining accurate and organized records of research findings and data

Joining Details:

Your starting date is 10th March 2020. Please report to Mr.Jagadeesan on your first day, who will provide you with an orientation and introduce you to your team members. Your work schedule will be 9.00 AM to 5.00 PM, and your work location will be Chennai.

Code of Conduct:

As an employee of Bio Analytical Services, you will be expected to adhere to the highest standards of professionalism, integrity, and ethical conduct. You will be required to sign and abide by our Code of Conduct, which outlines our expectations for behavior and ethics.

Salary Structure:

Your salary will be **Rs. 16,000** per month. This will be paid in accordance with our payroll schedule, and you will be eligible for any bonuses or incentives that may be offered.

Non-Disclosure:

As an employee of Bio Analytical Services, you will have access to confidential information and trade secrets. You will be required to sign a non-disclosure agreement, which will prohibit you from disclosing any confidential information to third parties.

Natesha Apartments, 1st floor no.28, Velachery Bypass Road,
Venkateswara Nagar, Velachery, Chennai, Tamil Nadu 600042

+044 63637089

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PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIPARRATHI@ymail.com 073.

BIO ANALYTICAL SERVICES

Termination Period:

We believe in building long-term relationships with our employees, but we also recognize that circumstances can change. If you decide to resign from your position, we request a termination notice of 3 months before your last working day. Similarly, if we need to terminate your employment for any reason, we will provide you with 3 months' notice.

Tax Advice:

We recommend that you consult with a tax advisor regarding your salary and any benefits that you may receive from Bio Analytical Services. We do not provide tax advice, and you are solely responsible for paying any taxes that may be owed.

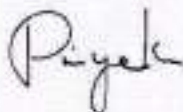
Submitting Documents:

Please submit the following documents to HR Department before your start date:

- Signed copy of the offer letter
- Copies of Educational Certificates
- Passport Photographs
- Copies of Aadhar Card and Pan card
- Medical fitness Certificate including Blood Group details.

We are excited to have you join our team and look forward to working with you.

Sincerely,



Priyanka

Head - HR

B. Kalpana

PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI - 600 075.

Natesha Apartments, 1st floor no.28, Velachery Bypass Road,
Venkateswara Nagar, Velachery, Chennai, Tamil Nadu 600042

+044 63637089

bioanalytic@gmail.com

05th Oct'2020

Sub: Offer Letter

Dear Mr. Damodharan,

We are pleased to offer you the position of **"Junior Copywriter"** at One MG, Chennai.

Your Cost to Company (CTC) will be **Rs. 18,000/-** (Rupees Eighteen Thousand only) per month for the first three months. Post completion of three months, it will be revised to **Rs. 20,000/-** (Rupees Twenty Thousand Only) per month, **solely based on your performance.** The monthly payout would be as per the Annexure 1

Monthly take home salary will however be calculated post TDS deduction, if applicable for your salary bracket based on the government regulations. A TDS certificate will be provided at the end of every financial year. TDS deducted will be based on the choice of tax regime declaration provided by you. Please refer to the salary breakup attached as Annexure 1.

All salary reviews are performance based & will happen annually. Performance would be measured, based on One MG's performance Evaluation process. Please refer to the performance evaluation form attached as Annexure 2.

A. Key Responsibilities

1. Ideate with creative team to create new, innovative concepts for our existing clients and in pitches and other sales pursuits.
2. Writing Copy to create compelling brand stories across projects involving brand identity design, Advertising campaigns on print, television and digital, Collateral design like brochures, websites etc.
3. Proactively partner with other visual designers, web developers, copy writers, account executives, and other team members for effective execution of ideas.
4. Estimate with project managers and client executives, schedules, roadmaps, and other operational details to successfully track and drive projects. You'll be expected to deliver quality work on time.
5. Up-skill to drive success through proactive strategic thinking and ideas execution across digital channels for our clients

B. Work Schedule

1. Your work shift is minimum 10 hours per day from 10 AM – 08:00 PM five days a week, Monday to Friday. You have an option to take two breaks in a day. A 45-minute break for lunch (usually between 13:00 – 15:00 hrs.) and a 30-minute break for Tea (between 17:00 – 18:00 hrs.) We do not allow more than two breaks in a day. Failure to maintain the work shift on continuous basis can lead to loss of pay.
2. In case you are taking a sick leave or an emergency leave, the same should be informed to us before 08:30 AM on the same day.
3. For any casual leaves or planned holidays, you will need to apply for permission at-least 5 working days in advance.
4. Any forced holidays due to natural calamities like floods/earthquakes etc. will be compensated for.

C. Leave Policy

1. You are entitled to one paid leave in a month, on permission basis, post completion of three months.
2. In-case, the paid leave is not availed in the respective month, it will get carried over up-to 12 months.
3. Un-availed paid leave's will be compensated at the end of 12 months.
4. All other government and public holidays are provided based on the standard holiday calendar at One MG. The same will be e-mailed to you post completion of induction.

Chennai
23, North Beach Road,
Mandira Apartments,
Chennai - 17

Chennai
191, SF, Sector 31
Burginova - 620018

Chennai
47th Gandhi Road,
Sura 108, Ramana
Muttiah

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GOWRIVAKKAM, CHENNAI-600 073.

b) Participate in the solicitation of any employee of the Company to terminate his employment with the Company or to directly or indirectly participate in the solicitation of work on any account of the Company on which you worked, supervised, or participated in soliciting at any time during the one-year period prior to the date of termination of your agreement.

- H. **Termination of Services:** You shall retire from the service of the Company upon attaining the age of 65 years. Notwithstanding the above your service with the Company may be terminated at any-time, after confirmation, by giving written notice of 60 days or payment of two month's salary in lieu thereof. Provided further you shall be entitled to resign from the services of the Company by giving written notice of 90 days or at the discretion of the Company by payment of one month's basic salary in lieu thereof.*
- I. **Salary Review;** Your performance and salary will be reviewed as per the company's appraisal policy in the month of April every year or one year from the date of last appraisal, whichever is later. The company reserves the right to change the effective date of increment without assigning any reasons.
- J. **Acceptance:** If the above terms and conditions of the employment hereof is acceptable to you, please sign on the duplicate copy in token of your having accepted the same.

One MG looks for a long-term association with all its employees & we expect the same from you. Again, congratulations and welcome to the One MG family.

Annexure 1
Salary Break up for Mr.Damodharan

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

Note: TDS calculation are based on the government regulations for FY 2020 - 21 and based on the choice of the tax regime. A declaration indicating your choice of tax regime needs to be provided. Final TDS computation after completion of the induction formalities.

Yours sincerely
For One MG
Nishant Rastogi

Director of Possibilities

Employment offer accepted;

Damodharan

Mr.Damodharan

Date of Acceptance: 20/6/21

Date of Joining: 23rd June '2021

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

Dated: 14/12/2020

OFFER & APPOINTMENT LETTER

To,

Ms. Deepa M

Dear Deepa,

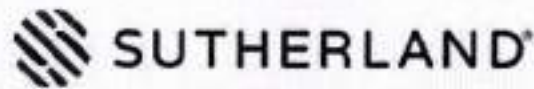
We are glad to inform you that, upon acceptance offer, you will be of this appointed as **Operations Executive at DigiGrad**, as per terms and conditions discussed and agreed upon as under:

1. You are expected to join DigiGrad on or before **December 30, 2020**, and your appointment will be effective from the date of your joining.
2. Your monthly salary and annual salary details are included as an **Annexure 2** to this letter. Your Annual CTC will be **Rs.2,64,000**.
3. **Induction:** You will undergo a 2-3 day induction/training to familiarize you with the various services/solutions of DigiGrad.
4. Your future **increments or promotion** or any other salary increase shall be based on merit/grades considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
5. You will be on **Probation** for a period of **Two Months** during which the leave policy will not be applicable. After successful completion of your probation and feedback from the Team Leads, your services as a permanent Team Member will be confirmed in writing.
6. You may end your employment by giving **One Months' Notice** (for confirmed Team Members) or **Two Weeks** of notice (for Team Members on probation), or DigiGrad may terminate your employment by giving you **15 days' notice**, in lieu thereof. Team Members on probation can have their service terminated by the DigiGrad without any prior notice.
 - I. During notice period time, you will ensure that all the assigned work has been completed / handed over to the satisfaction of the DigiGrad before you are relieved. The decision on the date on which you will be relieved rests solely with DigiGrad. In case you terminate your employment before the expiry of the period of the contract, you will be expected to seek and source another individual to provide the services you render the DigiGrad.
 - II. DigiGrad reserves the right to terminate your services without notice for any of the reasons stated below after giving you a **3-day show cause notice**:
 - a. Breach of DigiGrad's standards with respect to integrity, ethics, honesty, sincerity and loss of confidence.
 - b. Failure to follow DigiGrad's rules and regulations.

1
Khaleel Shirazi Estate, 6th Floor, No. 326, Fountain Plaza, Pantheon Road, Egmore, Chennai -

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GOWRIVAKKAM, CHENNAI - 600 073.



June 06, 2020

Dear Deepak Kumar L,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 13, 2020** on the following terms and conditions.

Your place of posting will be initially at **Chennai**. However during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is **Rs.225,000.00 /-** per annum (Rupees Two Lakhs Twenty Five Thousand Only), the details of which are given in the annexure of the appointment letter.

You shall report to **Shiva Thangavel** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing. On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

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

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

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GURUKRISHNAKAM, CHENNAI - 600 073.

Sutherland Global Services Private Ltd.
Annexure

Name of the Employee: Deepak Kumar L
Designation: Consultant - NonVoice
Date of Joining: June 13, 2020
Level: 1

| Components | Rs. Per month | Rs. Per annum |
|--|---------------|---------------|
| FIXED PAY (A) | | |
| 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 |
| SKILL BASED PAY (B) | | |
| Skill Based Pay | 750.00 | 9,000.00 |
| Gross Salary (A + B) | 14,955.00 | 179,463.00 |
| PERFORMANCE INCENTIVE (C) | | |
| Performance Incentive | 2,750.00 | 24,750.00 |
| STATUTORY BENEFITS AND INSURANCE (D) | | |
| Employer's Contribution to PF | 1,481.00 | 17,767.00 |
| Gratuity | 252.00 | 3,020.00 |
| CTC (A + B + C + D) | 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 |

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