



**PROVISIONAL OFFER LETTER**

**College Name:** Prince Shri Venkateshwara Arts & Science College  
**Date:** 03-August-2020

**Dear Naveen Kishore C (BCA)**

**Congratulations!!!**

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in nightshifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).


Yours sincerely,

**Talent Acquisition  
Sutherland**

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

This is digitally generated soft copy hence signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



# MAYUKAM TECHNOLOGY SOLUTIONS PVT LTD

Date: 21-Aug-2020

C.Naveen Kumar  
Chennai

## Letter of Offer

Dear Naveen Kumar,

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

## 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

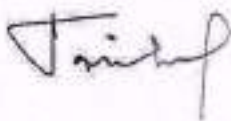
This offer is valid for acceptance within 2 weeks from the date of issuance.

## 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,



*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKA

HR – Head

Mayukkam Technology Solutions Pvt Ltd



# MAYUKAM TECHNOLOGY SOLUTIONS PVT LTD

Date: 21-Aug-2020

B.S.Naveen  
Chennai

## Letter of Offer

Dear Naveen,

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

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



# MAYUKAM TECHNOLOGY SOLUTIONS PVT LTD

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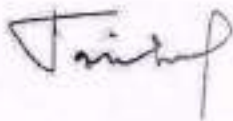
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## APPOINTMENT

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,



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

HR - Head

Mayukkam Technology Solutions Pvt Ltd

Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: NAVIN KUMAR .P

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

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

ANNEXURE-1

Name	: NAVIN KUMAR .P	Date	: November 14, 2019
Salary Grade	: AT1		
Components	Rs. p.a.	Rs. p.m.	
Basic		15,000	
Bouquet of Benefits		9,000	
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.

# INNOV4SIGHT HEALTH AND BIOMEDICAL SYSTEMS PRIVATE LIMITED

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

07-08-2020

Dear NEHUSHTHA T,

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

*B. Kalpana*  
**PRINCIPAL**

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

I accept this offer of employment:



ishbs@gmail.com

+91-9626584564





# MAYUKAM TECHNOLOGY SOLUTIONS PVT LTD

Date: 21-Aug-2020

N.Niharika  
Chennai

## Letter of Offer

Dear Niharika,

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  
MADRIVAKKAM, CHENNAI-600 077



# 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

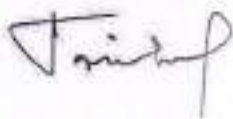
This offer is valid for acceptance within 2 weeks from the date of issuance.

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

Dated: 08/12/2020

**OFFER & APPOINTMENT LETTER**

To,

Ms. Nila V

Dear Nila,

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 28, 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, 6<sup>th</sup> Floor, No. 326, Fountain Plaza, 1<sup>st</sup> Cross, 600 073, Egmore, Chennai

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

Dated: 08/12/2020

**OFFER & APPOINTMENT LETTER**

To,

Ms. Niraimathi R

Dear Niraimathi,

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 28, 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**.
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    - 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, 6<sup>th</sup> Floor, No. 326, Fountain Plaza, East Coast Road, Chennai-600 073.  
**B. Kalpana**  
**PRINCIPAL**  
**PRINCESS SRI VENKATESWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIVAKKAM, CHENNAI-600 073.**

09-12-2020

B.Nishanthi  
Chennai

Subject: LETTER OF OFFER

Dear B.Nishanthi

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before 28.12. 2020.

The annual compensation calculated on Cost to Company will be **INR 204000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Your place of posting will be **Coimbatore**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

Madhulika Singh

Regional Head - Human Resources

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

**Annexure:-**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	B.Nishanthi	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	28-12-2020	
CTC	204000/- per annum	
	Pay structure	
	Monthly	Annual
<b>Fixed Components</b>		
Basic	9922	119064
House Rent Allowance (HRA)	4588	55056
Attire Allowance	0	0
Field Allowance	0	0
<b>Salary (C1)</b>	<b>14510</b>	<b>174120</b>
<b>Statutory Components</b>		
Employer PF Contribution	1191	14292
Employer ESIC Contribution	472	5664
<b>Benefit's(C2)</b>	<b>1663</b>	<b>19956</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>827</b>	<b>9924</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>17000</b>	<b>204000</b>
<b>Deductions</b>		
Employee PF Contribution	1191	14292
Employee ESIC Contribution	109	1308
<b>Total Deductions (b)</b>	<b>1300</b>	<b>15600</b>
<b>*Net Take Home (a - b - C2)</b>	<b>14037</b>	<b>168444</b>
<b>Total CTC</b>	<b>17000</b>	<b>204000</b>

\* Net Take Home is subject to applicable taxes, deductions, performance policy and company policy reiterated to you from time to time.

Yours sincerely,  
For Just Dial Limited

*Madhulika*

Madhulika Singh

Regional Head - Human Resources

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



Date:16-Dec-20

Ref No: RRF-4383

Mr. Nithishkumar M  
Chennai,Tamilnadu

Dear Nithishkumar M,

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.

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

CSS Corp Private Limited

CIN:U72900TN2000PTC115034

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



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](mailto:chennai@firstman.co.in) Website : [www.firstman.co.in](http://www.firstman.co.in)

☎ 044 - 2234 0036 / 2234 0046

### **FIXED TERM APPOINTMENT LETTER**

Ref No: FMS/IIT/APPLTR/2019-20/0303/46

Date: 04-Feb-2020

To

Mr. NITHISHKUMARSINGH R.  
CHENNAI

**Dear Mr. NITHISHKUMARSINGH R,**

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**

- a. 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.
- b. 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.
- c. Deduction of Income Tax, Professional tax & other statutory deduction shall be made as per the requirements.
- d. 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  
GOWRIVAKKAM, CHENNAI-600 073**

Page 1 of 5

Regional Offices : # 11/36, First Main Road, Ramalinga Nagar, Worayur, Trichy - 620 003.

# 23D, Iswaranpuri Colony, Sainikpuri, Secunderabad - 500 094.

# 5, Ayyappa Temple Street, Subbannapalya, M.S. Nagar Post, Bonaswadi Main Road, Bangalore - 560 033.

# 312, Masilamandal Layout, Sivarama Colony, Talukad, 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](mailto:chennai@firstman.co.in)

Website : [www.firstman.co.in](http://www.firstman.co.in)

☎ 044 - 2234 0036 / 2234 0046

## 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 above.)

Name: Mr. NITHISHKUMARSINGH R

Date: 19/11/24

Signature:

PRINCIPAL  
M. S. SRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 077

Page 5 of 5

Regional Offices : # 11/36, First Main Road, Ramalinga Nagar, Worayur, Trichy - 620 003.

# 23D, Iswaripur Colony, Seinkipuri, Secunderabad - 500 094.

# 5, Ayyappa Temple Street, Subbannapalya, M.S. Nagar Poet, Banaswadi Main Road, Bangalore - 560 033

# 312, Meshnammal Layout, Sivavanda Colony, Tatabad, Coimbatore - 641 012.



# MAYUKAM TECHNOLOGY SOLUTIONS PVT LTD

Date: 21-Aug-2020

K.Nithiswaran  
Chennai

## Letter of Offer

Dear Nithiswaran,

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



# 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**

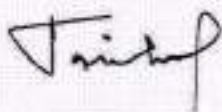
This offer is valid for acceptance within 2 weeks from the date of issuance.

## **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-600 073.



# MAYUKAM TECHNOLOGY SOLUTIONS PVT LTD

Date: 21-Aug-2020

M.Nithyanandam  
Chennai

## Letter of Offer

Dear Nithyanandam,

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.

Fair Lands, Salem - 636016 | +91-7253885859  
mayukamtechnology@gmail.com | www.mayukamtech.com

*B. Kalpana*  
**PRINCIPAL**

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 072



# 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**

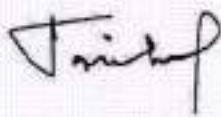
This offer is valid for acceptance within 2 weeks from the date of issuance.

## **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 VEENKATESWARAR  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



Worksbot Applications Private Limited  
Carevoyant Campus, 4th Main Road,  
4th Main Road, Sipcot IT park,  
Siruseri, Chennai - 603103  
CIN : U72100TN2014PTC094454

## Offer Letter

REF : WAPL/JID-256/3574/2020

Date: 4 February 2020

Name : NITHYASRI J

College : Prince Shri Venkateshwara Arts and Science College

Dear NITHYASRI J,

Congratulations!

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

After successful completion of performance evaluation of the project at the end of your probation period your Annual Total Compensation ranges from INR 1,58,000PA(One Lakhs Fifty Eight Thousand only). After your probation period, you will be appointed as permanent employee as per the company norms.

Your services are transferable and you can be seconded or deputed by the company in any operation/ projects or any other establishment in India, at the sole discretion of the management. If found insubordination during your probation period and gross negligence of duties for which you are making yourself liable for necessary action or corrective action up to and include discharge.

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

Regards,



**Murali T**  
**Head - Human Resource**

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



Capgemini Technology Services India Limited  
Plant 2, C Wing, 1<sup>st</sup> Floor, Godrej IT Park,  
Godrej & Boyce Compound, Gate No. 2,  
L.B.S. Marg, Pirojshanagar, 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**

**Ms. Nivehta K  
Prince Shri Venkateshwara Arts And Science College**

### Letter of Intent ("LOI")

Dear Nivehta K ,

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.



# Extazee Software Solution

17.04.2020

## INTENT TO OFFER EMPLOYMENT

Dear Nivetha M,

Congratulations on your selection with Extazee Software Solution. We look forward to you joining our growth journey as leading engineering services provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Web Developer with Extazee Software Solutions.

- Total Cost to Company: INR 1.44 LPA
- Bonus: INR 25000 (On Completion of a year)
- Location: Tiruchirapalli
- Working Hours: 9.5 hours/day
- Bond: 1 Year

You will be entitled to allowances and other benefits as per Extazee Policies. You shall receive your salary payments on the last working day of the month.

This Offer of Employment is subject to successful Completion of:

- Background Verification Check
- Completion of Course Program with an aggregate of 60%

For any clarifications, offer acceptance, joining confirmation & BGC form Please write back to: [extazee.campus@gmail.com](mailto:extazee.campus@gmail.com)

We eagerly look forward to welcome you at Extazee Software Solutions.

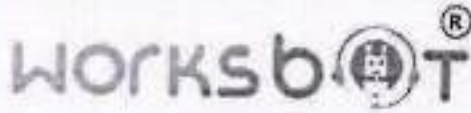
For Extazee Software Solutions,

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

Devar Colony, Thillai Nagar, 1st Cross Road, West Extern, Tiruchirappalli - 620 018.

☎ : 431 2734 213 | Email : [essolution@gmail.com](mailto:essolution@gmail.com)





Worksbot Applications Private Limited  
Carevoyant Campus, 4th Main Road,  
4th Main Road, Sipcot IT park,  
Siruseri, Chennai - 603103  
CIN : U72100TN2014PTC094454

## Offer Letter

REF : WAPL/JID-256/3585/2020  
Name : V.Nivetha  
College : Prince Shri Venkateshwara Arts and Science College

Date: 4 February 2020

Dear V.Nivetha,

Congratulations!

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

After successful completion of performance evaluation of the project at the end of your probation period your Annual Total Compensation ranges from INR 1,58,000PA(One Lakhs Fifty Eight Thousand only). After your probation period, you will be appointed as permanent employee as per the company norms.

Your services are transferable and you can be seconded or deputed by the company in any operation/ projects or any other establishment in India, at the sole discretion of the management. If found insubordination during your probation period and gross negligence of duties for which you are making yourself liable for necessary action or corrective action up to and include discharge.

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

Regards,

**Murali T**  
**Head - Human Resource**

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



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Prince Shri Venkateshwara Arts & Science College  
**Date:** 24-August-2020

Dear Nivetha R (BCA)

**Congratulations!!!**

With reference to the interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in nightshifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition  
Sutherland**

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

This is digitally generated soft copy hence signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

# ADVANTECH INSTRUMENTS AND SERVICES

No.13B, DABC Avenue, Nolambur, Mogappair West,  
Chennai - 600 095, Tamil Nadu, India. Mobile : 88259 99800

---

Date: 22-10-2020

**Strictly Personal & Confidential**

Nivetha S  
Nanganallur, Chennai.

Dear Nivetha S,

Consequent to your campus interview and personal discussions with the representatives of the Company, Advantech Instruments and Services is pleased to offer you the designation of **Process Executive** at our Chennai Office. Please accept our heartiest congratulations.

Your employment with the Company will be subject to the terms and conditions of this offer letter to be executed between you and the Company (**the "Agreement"**); the Non-Disclosure, Non-Solicitation and Non-Competition Agreement to be executed between you and the Company which is attached to the Agreement as Exhibit B (**the "Covenants Agreement"**); the Code of Business Conduct and Ethics; and the various policies of the Company issued and made effective by the Company from time-to-time.

If at any time during the course of your employment with the Company, you would like to review the policies of the Company as are then applicable to you, please contact the Human Resources representative for the Company. In the event of any conflict in the terms of this Agreement with the policies of the Company or the terms of the Covenants Agreement with the policies of the

*B. Kalpana*

PRINCIPAL

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

<b>Total Annual Compensation</b>	<b>1,90,000</b>
----------------------------------	-----------------

IN WITNESS WHEREOF, the Parties hereto have executed two (2) copies of this Deed of Assignment and each Party holds one (1) copy thereof.

**For Advantech Instruments and Services**



**HR Executive**

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



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Prince Shri Venkateshwara Arts & Science College  
**Date:** 24-August-2020

Dear Oormila P (BCA)

**Congratulations!!!**

With reference to the interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in nightshifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition  
Sutherland**

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

This is digitally generated soft copy hence signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

**Letter of Intent**

Dear Padma Priya S,  
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](http://tnq.co.in)

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

# Cognizant

## Letter of Intent (LOI)

Superset ID: 1713404

Feb 06, 2021

Dear Parthib Balaji R

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**

**Letter of Intent**

Dear Parvathi R,  
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 05, 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](http://tnq.co.in)

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



Date: November 14, 2019

Ref: LT/HR/Campus/2020

Name: PASUPATHI .P

College: Prince Shri Venkateshwara Arts and science College

OFFER OF EMPLOYMENT

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

ANNEXURE-1

Name : PASUPATHI.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
Mediclaime Premium	4,140	
D. Retirals & Other Benefits	34,404	
Cost to Company (CTC) C+D	260,404	

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



netrocon digital

March 05, 2020

**Paulina S**

No:34/1, Poovathar Street, Ammapet,  
Salem-636003.

Dear Paulina,

**Sub: Offer for the post of Operation Executive**

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

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 **8<sup>th</sup> 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: 6/5/2020

  
Paulina S

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



**PROVISIONAL OFFER LETTER**

**College Name:** Prince Shri Venkateshwara Arts & Science College  
**Date:** 24-August-2020

Dear Pavithra N (BCA)

**Congratulations!!!**

With reference to the interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th, 12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in nightshifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition  
Sutherland**

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

This is digitally generated soft copy hence signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

# INNOV4SIGHT HEALTH AND BIOMEDICAL SYSTEMS PRIVATE LIMITED

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

07-08-2020

Dear PAVITHRA C,

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.

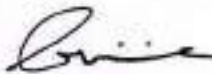
In your role as a Medical Coder, your responsibilities will include but not be limited to:

- 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:



ishbsgmail.com



+91-9626584564

PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GUVILVAKKAM, CHENNAI - 600 873.



# MAYUKAM TECHNOLOGY SOLUTIONS PVT LTD

Date: 21-Aug-2020

J.Pavithra  
Chennai

## Letter of Offer

Dear Pavithra,

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.

Fair Lands, Salem - 636016 | +91-7253885859  
mayukamtechnology@gmail.com | www.mayukamtech.com

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 07



# 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**

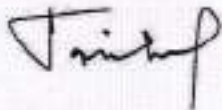
This offer is valid for acceptance within 2 weeks from the date of issuance.

## **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,



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

HR - Head

Mayukkam Technology Solutions Pvt Ltd

**Letter of Intent**

Dear Pavithra S,  
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 05, 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](http://tnq.co.in)

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



Dated: 08/12/2020

**OFFER & APPOINTMENT LETTER**

To,

Ms. Pooja R

Dear Pooja,

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 28, 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, 6<sup>th</sup> Floor, No. 376, Fountain Plaza, Palladium Road, Egmore, Chennai - 600 073.

*P. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**

CHENNAI-600 073.

Dated: 08/12/2020

**OFFER & APPOINTMENT LETTER**

To,

Ms. Poojashri M S

Dear Poojashri,

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 28, 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.

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

1

10-Mar-2020

M.Pothys

Prince Shri Venkateshwara Arts & Science College

Dear M.Pothys,

We are pleased to offer you the position of Junior Software Developer at Samtech Solutions. This letter outlines the terms and conditions of your employment with our company.

**1. Start Date and Employment Status:**

Your start date will be **08-June-2020** and your employment status will be full-time, exempt.

**2. Compensation:** Your starting salary will be **2,24,000** per year, paid on a monthly basis. You will also be eligible for an annual performance-based bonus, to be determined by the company.

**3. Benefits:**

We offer a comprehensive benefits package, including:

Medical, dental, and vision insurance

Paid time off (PTO) and holidays.

Flexible spending accounts (FSAs)

Employee assistance program (EAP)

All benefits are subject to the terms and conditions of the plan documents.

**4. Job Duties and Responsibilities:**

As a Junior Software Developer, your duties and responsibilities will include, but not be limited to:

Developing and maintaining web applications and websites

Collaborating with designers and other developers to create user-friendly, responsive web experiences

Writing clean, efficient, and well-documented code

Debugging and troubleshooting issues with web applications

Participating in code reviews and contributing to team standards and best practices

*B. Kalpana*  
**PRINCIPAL**

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

F2, Giri Apartments, Behind IOB, Virugambakkam,  
Chennai - 600 092, Tamil Nadu,  
E-mail: [indiosamsolutions@hotmail.com](mailto:indiosamsolutions@hotmail.com)

# SAMTECH SOLUTIONS

## 5. Confidentiality and Non-Disclosure:

As an employee of Samtech Solutions, you will have access to confidential and proprietary information. You will be required to sign a confidentiality and non-disclosure agreement, which will prohibit you from disclosing any confidential or proprietary information without the company's prior written consent.

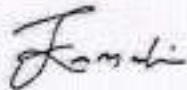
## 6. Termination:

Your employment may be terminated by either party, without reasons, by giving the other in writing no less than 90 days\* prior notice. The Company reserves the right to pay or recover salary in lieu of notice period at the sole discretion of the Company. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

Please let us know if you have any questions or concerns regarding the terms and conditions outlined in this letter. If you accept this offer, please sign, and return a copy of this letter to our HR department.

We look forward to having you join our team.

Sincerely,



**Kannaki S**

**Manager – Human resources  
Samtech Solutions**

Agreed and Accepted by

**M.Pothys**

*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 PRAMILA.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.

*B. Kalpana*  
**PRINCIPAL**

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

**For Episource India Pvt Ltd.**

*M. Manjula*

**Manjula Palanisamy  
Associate Vice President - HR**

# Thales Data Learning Pvt. Ltd

Date: 09-03-2020

Ms. Promoth G  
Chennai

Dear Promoth G,

Subj: Letter of Offer

We appreciate your interest in working for Thales Data Learning Private Limited.

We are glad to extend you an offer as a result of your success in the initial phase of our selection process. This offer is dependent on your performance during the selection process and your profile. You have been chosen to fill the Grade B Software Developer Trainee position.

Your gross salary including all benefits will be INR 2,20,898 /- per annum, as per the terms and conditions set out herein.

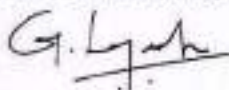
Please acknowledge with your signature to formally accept this offer. This offer will automatically be withdrawn if it is not accepted within 7 days, at which point it will be assumed that you are not interested in the position.

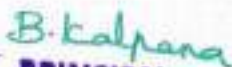
After you accept this offer, you will be given a joining letter indicating the details of your joining and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

At the time of joining, you are requested to bring the following documents without fail.

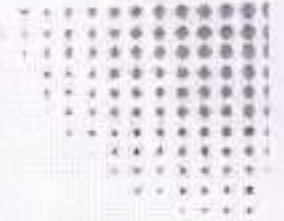
1. Copies of All Certificates in proof of your age, Qualification and experience.
2. Four number of passport size photo.
3. Medical Fitness Certificate.
4. Copy of any document like Driving license/ voter ID/ passport/ Ration card/ Aadhar Card in proof of your residence.
5. A photocopy of your pancard.

Thanking you,  
Thales Data Learning Private Limited

  
Director

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

# Primechip



To,

**P. Prasanth**

Prince Shri Venkateshwara Arts and Science College

Date: 16.10.2020

Dear Prasanth,

Subject: Job offer letter for the position of Financial Analyst

Congratulations! On behalf of Primechip, you are offered the position of Financial Analyst at our esteemed organization. We will be glad if a confident, determined, and ambitious person like you works with us. We are sure that you will do great as a network engineer.

As you assume this post, you will ensure system availability and reliability, monitor performance, and system resource trending, utilization, and capacity planning, liaise with IT personnel and vendors for problem resolution, and perform system upgrades and network maintenance including hot fixes, service packs, patches, and security configurations.

The organization will offer you an annual package of **Rs.1,90,500** and based on how you perform there will be a hike of 15 percentage which is given after a period of one year gets over. In addition to that, you will also be offered paid leaves of total 30 days per year.

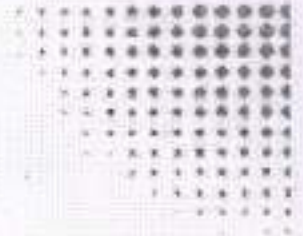
Upon accepting this offer from us, please send us a self-attested copy of this letter on or before 26.10.2020. As soon as we get it, we will inform you of the joining date and other details.

Yours Sincerely,

HR Manager

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

# Primechip



To,

**J. Praveen Kumar**

Prince Shri Venkateshwara Arts and Science College

Date: 16.10.2020

Dear Praveen Kumar,

Subject: Job offer letter for the position of Financial Analyst

Congratulations! On behalf of Primechip, you are offered the position of Financial Analyst at our esteemed organization. We will be glad if a confident, determined, and ambitious person like you works with us. We are sure that you will do great as a network engineer.

As you assume this post, you will ensure system availability and reliability, monitor performance, and system resource trending, utilization, and capacity planning, liaise with IT personnel and vendors for problem resolution, and perform system upgrades and network maintenance including hot fixes, service packs, patches, and security configurations.

The organization will offer you an annual package of **Rs.1,90,500** and based on how you perform there will be a hike of 15 percentage which is given after a period of one year gets over. In addition to that, you will also be offered paid leaves of total 30 days per year.

Upon accepting this offer from us, please send us a self-attested copy of this letter on or before 26.10.2020. As soon as we get it, we will inform you of the joining date and other details.

Yours Sincerely,

HR Manager

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





Date:16-Dec-20

Ref No: RRF-4389

Mr. Praveen Kumar K  
Chennai,Tamilnadu

Dear Praveen Kumar 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, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com

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

**Letter of Intent**

Dear Praveen Yadav,  
B.COM,  
Prince Shri Venkateshwar 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 05, 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 VENKATESHWAR  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI-600 073.

**FIRSTMAN MANAGEMENT SERVICES PVT LTD**

Registered &amp; 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/2019-20/0205/15

Date: 10-Jan-2020

To

Mr. PRAVEEN G  
CHENNAI

Dear Mr. PRAVEEN G,

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**

- a. 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.
- b. 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.
- c. Deduction of Income Tax, Professional tax & other statutory deduction shall be made as per the requirements.
- d. 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  
GOWRIVAKKAM, 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](mailto:chennai@firstman.co.in)

Website : [www.firstman.co.in](http://www.firstman.co.in)

☎ 044 - 2234 0036 / 2234 0046

### **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. PRAVEEN G

Date: 11-01-20

Signature:   
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 033

Page 5 of 5

Regional Offices : # 11/36, First Main Road, Ramalinga Nagar, Worayur, Trichy - 620 003.

# 23D, Iswaripuri Colony, Salnikipuri, Secunderabad - 500 094.

# 5, Ayyappa Temple Street, Subbarnapalaya, M.S. Nagar Post, Banaswadi Main Road, Bangalore - 560 033.

# 312, Maschiammal Layout, Sivananda Colony, Tatabad, Coimbatore - 641 012.

**Letter of Intent**

Dear Praveen S,  
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 05, 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](http://tnq.co.in)

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

**Letter of Intent**

Dear Preetha J,  
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.

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Feel free to write back to us for any clarifications.

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*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 PREEETHHELAN . J

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

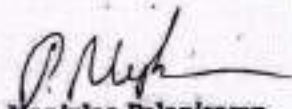
- Designation Process Analyst
- Work location — Chennai
- Date of joining 16/3/2020
- You will be entitled to an all-inclusive compensation of INR 2,60,000/- only per annum.

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.

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

For Episource India Pvt Ltd.



**Manjula Palanisamy**  
Associate Vice President – HR

●●● Episource India Pvt. Ltd | [www.episource.com](http://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 B,  
No. 141, Rajiv Gandhi Salai (OMR),  
Kondanchavadi, Chennai - 600 094.  
Ph: +91 44 4910 1616

Mumbai Office

5th Floor, E Wing, Corporate Avenue  
(Atul Projects), Opp. Saitan Corporate Park,  
Chokola, Andheri-Ghatkopar Link Road,  
Andheri East, Mumbai - 400 093.

Vijayawada Office

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



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Prince Shri Venkateshwara Arts & Science College  
**Date:** 12-August-2020

Dear Preethi S (BCA)

**Congratulations!!!**

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in nightshifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

This is digitally generated soft copy hence signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063





netrocon digital

March 05, 2020

Preethi R  
No./11, Nesavalar nagar,  
Moolanar street, Medavakkam,  
Chennai:100

Dear Preethi,

**Sub: Offer for the post of Operation Executive**

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

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 **8<sup>th</sup> 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

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

Accepted  
Date of Joining: 6/5/2020

Preethi R



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Prince Shri Venkateshwara Arts & Science College  
**Date:** 03-August-2020

**Dear Prem P (BCA)**

**Congratulations!!!**

With reference to the interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in nightshifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition  
Sutherland**

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

This is digitally generated soft copy hence signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

# Cognizant

## Letter of Intent (LOI)

Superset ID: 1713408

Feb 06, 2021

Dear Premkumar S

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://cansous2.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  
GOWRIYAKKAM, CHENNAI-600 073.

# BIO ANALYTICAL SERVICES

## EMPLOYMENT OFFER

Ref No: BAS/2020/CI/061

Dear Princy E

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 10<sup>th</sup> 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.

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



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