

Branch Office:

Golden rays business centre, Old no. 29 A, New no 53 A,
Lake view road, West Mambalam, Chennai 600 033.



Date: 10-Aug-2021

To,

Raguram R,

Appointment Letter

Tamil Nadu.

Dear Raguram,

With reference to your application and the subsequent interview you had with us, we have pleasure in appointing you as **Associate CS** effective from 10-Aug-2021 till 09-Aug-2021 the company however, reserves the right to change your designation and duties at any time at its discretion.

The appointment shall be subject to following terms and conditions: --

- a) Your Salary Structure shall be as per Annexure (A).

You will be placed at our client "Sutherland Global Services". Your employment is Co-Terminus to our contract with "Sutherland Global Services - Block A1, Shriram the Gateway, No:16, G S T Road, Perungalathur, Chennai - 600 063, India." The detailed job description shall be provided to you at the time of Joining.

- b) Your employment shall continue with "Sutherland Global Services" as long as our contract with "Sutherland Global Services" continues. In other words your appointment shall come to an end once our contract with "Sutherland Global Services" is terminated. Your probation period is for 3 months from your date of joining. Your employment may be terminated by the company either during the period of your probation or the extended period of probation by giving 15 days of written notice or salary in lieu of notice without assigning any reason whatsoever. Similarly you may also terminate the service by giving 15 days written notice or by depositing or adjusting your 15 days salary in lieu of notice. Also leaves will not be adjusted against the Notice recovery at the time of separation.
- c) In the event of your services being terminated for any reasons whatsoever or you're leaving the services of the company, you will be obliged to account in and return the property of the company such as, instruments, tools, books, and cash etc., held in your possession, custody or charge. Failure to do this will result in the company, with-holding your salary and deducting the value of such property there from and taking such other action, as may be deemed fit.
- d) During the period of your employment, you shall not take up the services or be employed elsewhere or do any work either on your own account or otherwise, other than of the company.

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

ANNEXURE "A"

STATEMENT OF GROSS WAGES

Name : Raguram R

Designation : Associate CS

| | Salary Heads | Monthly | Annually |
|------------------|----------------------------|--------------|---------------|
| A | Basic + DA | 6500 | 78000 |
| B | HRA | 2600 | 31200 |
| C | Other Allowances | 542 | 6498 |
| A+B+C = D | Fixed Pay | 9642 | 115698 |
| E | Variable Pay | 3558 | 42697 |
| D+E = F | Gross | 13200 | 158395 |
| G | PF (Emp. Cont.) | 845 | 10140 |
| H | ESI (Emp. Cont.) | 99 | 1188 |
| I | PT | 208 | 2500 |
| G+H+I = J | Total Deduction | 1152 | 13828 |
| F-J | Net Take Home | 12047 | 144567 |
| K | P.F. (Empr. Cont.) | 915 | 10995 |
| L | ESI (Empr. Cont.) | 429 | 5148 |
| K + L = M | Total (Empr. Cont.) | 1344 | 16133 |
| F+M = N | CTC | 14544 | 174528 |

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APPOINTMENT LETTER

05 October, 2021

Dear **Rahul P.**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Processor** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Chennai**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 102054**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

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ANNEXURE I

| | |
|---|------------------|
| Name | Rahul P |
| Designation | Processor |
| Date Of Joining | 19 October, 2021 |
| Level | AA |
| Basic | 102054 |
| House Rent Allowance | 51027 |
| Bonus | 20411 |
| WBP | 51083 |
| PF | 18353 |
| Gratuity | 4909 |
| ESI | 7299 |
| Target Cost To Company (per Annum) | 255136 |

**Provident fund- Where basic is higher than INR 15,000 p.m.- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 p.m.- Minimum of 12% of (Basic + WBP + Additional (where applicable) or INR 1800 p.m.

**You may be entitled to Shift Bonus as per applicable policies. The said Shift Bonus may range from Rs. 0 to Rs.1250 per month for domestic accounts and from Rs. 0 to Rs. 2500 per month for international accounts. The Shift Bonus shall be subject to applicable taxes.

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GOWRIVAKKAM, CHENNAI-600 071

Principal
Prince Shri Venkateshwara
Arts and Science College
Gowrivakkam, Chennai-600 071



May 07, 2021

Raichal Sujaina,
Chennai

Invitation to join Hashtag Inc.

Dear Raichal Sujaina,

We are pleased to extend an offer of employment to you based on your performance during our assessment process. We believe you are a great fit for the role of **Graphic Design Associate** at our agency.

We offer talented and motivated individuals an opportunity to build skills and competencies that will last a lifetime. Our compensation structure generously rewards high performance. Hashtag Inc.'s strong people-oriented culture and values are another area that sets us apart and we care deeply about the individuals we employ.

While our environment is challenging and requires motivation and commitment to succeed, you will expand your professional capabilities and become part of the Hashtag Inc. family.

Enclosed you will find:

- A formal letter with your offer details (one copy for you to sign and return to us, one copy for your retention)

If at any time you have questions on our offer, the role or about our environment, please contact Kothai [Phone: 7904960344; email: hr@hashtaginc.co.in] with any questions you may have.

Congratulations, we are very excited to have you join us!

Yours sincerely,

Adithya S
Co-Founder

Chirag Kinger
Co-Founder

B. Kalpana
PRINCIPAL

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



Compensation Overview

Name: Raichal Sujaina

Title: Graphic Design Associate

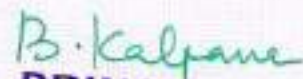
| Sl. | Earning Head | Per Month (Rs.) | Annual (Rs.) |
|-----|----------------------------|-----------------|--------------|
| 1 | Basic Salary | 9,900.00 | 1,18,800.00 |
| 2 | House Rent Allowance (HRA) | 6,300.00 | 75,600.00 |
| 3 | Special Pay Allowance | 1,800.00 | 21,600.00 |
| A | Gross Salary | 18,000.00 | 2,16,000.00 |
| B | Less: Professional Tax | 208.00 | 2,496.00 |
| C | Net In-Hand Salary | 17,792.00 | 2,13,504.00 |

Note: The above compensation package should not be discussed with anyone other than the undersigned.

Authorised signatory


Acceptance signature


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: 26-March-2021

Dear Raja B (B.Sc Computer Science)

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 night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition
Sutherland**

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

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



netrocon digital

March 15, 2021

Rajalakshmi S
11, 7th Street,
Vallal Pari Nagar,
Pallikaranai, Chennai, 600100

Dear Rajalakshmi,

Sub: Offer for the post of Content Writer

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

You will be eligible for a salary of **Rs. 2,20,000/-** 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 **3rd June 2021**.

- 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.

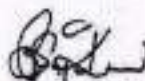
Thanking you,

Yours truly,

For Netrocon Digital,

Shirley Vincent.
Director

Accepted
Date of Joining: 24/3/21


Rajalakshmi S


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

CONFIDENTIAL

Date: 17th March, 2021

Dear Rajesh A,

Based on our recent discussion with you, we are pleased to extend an offer to join Higa Digital Pvt. Ltd. (The Company). This letter officially confirms the offered terms of your employment with The Company.

Your detailed salary structure will be as per Annexure 1 - Compensation Details. It includes allowances and statutory benefits and will be structured in accordance with The Company's policy.

The standard "Terms of Employment" will govern your employment with Higa Digital Pvt. Ltd.

On successful completion of the onboarding process, you will be taken through a 1-day induction process to understand the day-to-day activities.

Job Title: Associate Social Media Specialist

Place of Employment: Social Panga, No 9, 100 ft Road, 17th A Main Road, 2nd & 3rd Floor, Above Nature's Basket, Opp Sukh Sagar Restaurant, Koramangala 5th Block, Bengaluru - 560095.

Work Timings: 10:00 AM to 7:30 PM

Date of Joining: 03rd May, 2021

Probation Period: 3 months from the date of joining.

Notice Period: 2 Months from the date of resignation.

Holidays: As per Company Policy

Working Days: Monday to Friday

Please note, Date of Joining is subject to change based on external circumstances.

If you are agreeable to these terms, please send us your acceptance through email. Wish you all success in your career.

We look forward to having you join the Army and wish you the very best.

Regards
Higa Digital Pvt. Ltd.

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



Annexure 1 - Compensation Details

| Per Annum Compensation Details | Amount (INR) |
|--------------------------------|-----------------|
| Basic | 1,95,000 |
| HRA [^] | 78,000 |
| Conveyance | 14,916 |
| Medical Compensation | 12,084 |
| Total Compensation | 3,00,000 |

Apart from this, you will be eligible to receive other benefits as per Company policy.

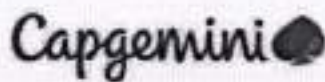
[^] HRA - Generally, the amount not taxable will be the least of the three: 40 % of Basic, HRA Received, and Rent less than 10 % of Basic.

Annexure 2 - Terms & Conditions of Employment

- Non-disclosure and Non-use Obligations: Recipient will maintain in confidence and will not disclose, disseminate or use any Confidential Information belonging to The Company, whether or not in written form. Recipient agrees that Recipient shall treat all Confidential Information of The Company with at least the same degree of care as Recipient accords their own confidential information.
- Conflict of Interest: You are required to engage yourself exclusively in the work assigned by Social Panga and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express consent of Social Panga (Higa Digital Pvt. Ltd).
- You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Social Panga (Higa Digital Pvt. Ltd).
- It will be upon discretion of Social Panga to extend the employment on completion of probation period & is not under any obligation to extend the offer.
- You are entitled to take 21 leaves per calendar year (e.g. annual leave, personal leave, compassionate leave, parental leave, community service leave etc.).
- You will be entitled to take 1-day leave per month during your probation period and notice period other than designated holidays. No work from home is allowed during probation or notice period
- If you join post the 15th of the month, your salary will be credited along with the next month's salary as arrears.
- All the work done by the recipient will be a property of Higa Digital Pvt. Ltd. and the recipient cannot showcase as their own creative or copywriting portfolio.
- It is employee responsibility for any damage to employer property like laptop or any infrastructure issue & lawful deductions will be applicable.

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PRINCE SHRI VENKATESHWARA
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GOWRIVAKKAM, CHENNAI-600 073





Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1723689

Letter of Intent ("LOI")

Dear Rajeswari S,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst 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 and 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 pre-joining trainings and 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 during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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GOWRIVAKKAM, CHENNAI-600 073.

ANNEXURE 1

Rajeswari S
Associate and A3

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Caggemini

Tejinder Sethi
Head - Fresher Hiring

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: UB5110PN1993PLC145950 Page 3 of 3

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



PROVISIONAL OFFER LETTER

College Name: Prince Shri Venkateshwara Arts & Science College
Date: 03-May-2021

Dear Ramaraghavan S (B.com)

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 night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition
Sutherland**

This is digitally generated soft copy hence signature is not required

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

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ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 073

Letter of Appointment

Ref/HR/App/Vis
18th June 2021

Mr. Ramkumar A
No: 3/57, JJ Street,
Thiruvanchery, Chennai 600125

Dear Mr. Ramkumar,

We are pleased to appoint you as a member of the professional staff of PKF Sridhar and Santhanam LLP, Chartered Accountants on position of "Trainee Analyst" with effect from 21st June 2021.

You will be paid a consolidated stipend of Rs. 30,000 per month during the training period.

Your base location will be Chennai.

Reporting Partner:

HR will communicate in due course your Reporting Manager and you need to always report to your manager. Your Reporting Partner for administration purposes will be Ms. Aparna Jayendran. (Chennai)

Familiarisation:

The familiarization period of one month will allow you to adjust and adapt to the job demands and the work situation, while at the same time, allowing the Firm to observe whether you will be able to meet the job specifications and demands.

Confirmation:

A performance assessment will be carried out at the end of the one-year probationary period (inclusive of 1-month familiarisation period) from your date of joining, and subject to satisfactory performance, your services will be confirmed.

An amount of ₹1000 will be recovered from your Full & Final Settlement against Medical & Background Verification if the employment is terminated within 6 months of service.

All the terms and conditions of the firm as stated in Annexure I would apply to you.

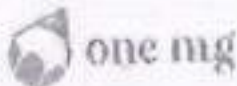
For PKF Sridhar & Santhanam LLP,
Chartered Accountants



Partner


Employee Signature

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



21st June '2021

Sub: Offer Letter

Dear Mr. Ramkumar R,

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

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

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

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

A. Key Responsibilities

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

B. Work Schedule

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

C. Leave Policy

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

21 North Zong Road,
Marina Beach,
Chennai-600

+91 44 4754 4499

161 SR, Sakinaka
Sarajon 42292

+91 94440 24498

47A Devaraj Road,
Sula 108, Marthi
Chennai

+91 (0)44 684-9007

Principal

www.onemg.com

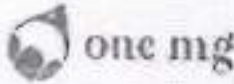
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044-9444024498

B. Kalpana

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



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

H. **Termination of Services:** You shall retire from the service of the Company upon attaining the age of 65 years. Notwithstanding the above your service with the Company may be terminated at any-time, after confirmation, by giving written notice of 60 days or payment of two month's salary in lieu thereof. Provided further you shall be entitled to resign from the services of the Company by giving written notice of 90 days or at the discretion of the Company by payment of one month's basic salary in lieu thereof."

I. **Salary Review:** Your performance and salary will be reviewed as per the company's appraisal policy in the month of April every year or one year from the date of last appraisal, whichever is later. The company reserves the right to change the effective date of increment without assigning any reasons.

J. **Acceptance:** if the above terms and conditions of the employment hereof is acceptable to you, please sign on the duplicate copy in token of your having accepted the same.

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

Annexure 1
Salary Break up for Mr. Ramkumar R

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

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

Yours sincerely
For One MG
Nishant Rastogi

Director of Possibilities

Employment offer accepted;

R. Ramkumar
Mr. Ramkumar R

Date of Acceptance: 21/6/21

Date of Joining: 23rd June 2021

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

23 North Beach Road,
Hindig Apartments,
Chennai - 60

+91 44 4554 4691

16/26, Sarathi St,
Gowrivanipalayam,
Chennai - 600 029

+91 84410 36408

404, Divyachandram Road,
Salem, Tamil Nadu,
626 002

+91 202 655-8607

www.one-mg.com
info@one-mg.com
one-mg.com/employment

JU AAD

3rd Floor, Raghav Arcade, Kamaraj Nagar,
Thiruvanmiyur, Chennai - 600041
Date: 25th June 2021

Ramnath G,

This is with reference to your application and the subsequent discussions we had on you taking up employment in the company based at our Chennai Office. In this context, we are pleased to appoint you as "Social Media Manager" on the following terms & conditions:

1. Employment Type: Permanent, (Probation - 1 month)

2. Below are your CTC details:

| Breakup of Compensation Package (All figures are in INR) | | |
|--|---------------|-----------------|
| CTC - INR 2,34,000 | | |
| Salary | Monthly | Annual |
| Base | 18,000 | 2,16,000 |
| Reimbursement | 1500 | 18,000 |
| Total | 19,500 | 2,34,000 |
| Notes: 1. Incentives & Reimbursements are variable 2. Reimbursements will be processed on producing bills | | |

3. Reporting & Job Assignment: During your employment with the Company, you shall be reporting to Ms. Mridula Ramadugu and your timings shall be governed by the working hours of our office. You may during the course of your tenure may be given any assignment and / or additional assignment arising out of the Company's business that the management, in its subjective judgment, feels is suited to your background, qualifications or experience.

4. Salary will be processed on or before the 5th of every month, Incentives & reimbursements will be processed every Quarter. (Reimbursements are over and above your base salary and is subject to submission of bills and will be capped at INR 1500/month)

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

Acceptance:

I have read the principle terms of my employment with Jugaad and confirm my acceptance of the aforementioned terms. I hereby also declare to comply with the terms of this employment letter, the Code of Conduct of the company and all other policies, as may be amended from time to time.

Thanking you,



For Jugaad,

Authorized Signatory Signature

Mridula Ramadugu

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

Principal
Prince Shri Venkateshwara
Arts and Science College
Gowrivakkam, Chennai-600 073

Branch Office:

Golden rays business centre, Old no. 29 A, New no 53 A,
Lake view road, West Mambalam, Chennai 600 033.



Date: 10-Aug-2021

To,

Ramya N,

Appointment Letter

Tamil Nadu.

Dear Ramya,

With reference to your application and the subsequent interview you had with us, we have pleasure in appointing you as **Associate CS** effective from 10-Aug-2021 till 09-Aug-2021 the company however, reserves the right to change your designation and duties at any time at its discretion.

The appointment shall be subject to following terms and conditions: --

- a) Your Salary Structure shall be as per Annexure (A).

You will be placed at our client "Sutherland Global Services". Your employment is Co-Terminus to our contract with "Sutherland Global Services - Block A1, Shriram the Gateway, No:16, G S T Road, Perungalathur, Chennai - 600 063, India." The detailed job description shall be provided to you at the time of joining.

- b) Your employment shall continue with "Sutherland Global Services" as long as our contract with "Sutherland Global Services" continues. In other words your appointment shall come to an end once our contract with "Sutherland Global Services" is terminated. Your probation period is for 3 months from your date of joining. Your employment may be terminated by the company either during the period of your probation or the extended period of probation by giving 15 days of written notice or salary in lieu of notice without assigning any reason whatsoever. Similarly you may also terminate the service by giving 15 days written notice or by depositing or adjusting your 15 days salary in lieu of notice. Also leaves will not be adjusted against the Notice recovery at the time of separation.
- c) In the event of your services being terminated for any reasons whatsoever or you're leaving the services of the company, you will be obliged to account in and return the property of the company such as, instruments, tools, books, and cash etc., held in your possession, custody or charge. Failure to do this will result in the company, with-holding your salary and deducting the value of such property there from and taking such other action, as may be deemed fit.
- d) During the period of your employment, you shall not take up the services or be employed elsewhere or do any work either on your own account or otherwise, other than of the company.

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

ANNEXURE 1

Ramya R
Associate and A3

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

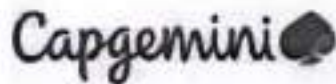
Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Caggemini

Tejinder Sethi
Head - Fresher Hiring

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man. Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950 Page 3 of 3

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



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1723746

Letter of Intent ("LOI")

Dear Ramya R,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst 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 and 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 pre-joining trainings and 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 during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
S. SWRIVARAN, CHEMURU, SULLY J/S.

ANNEXURE 1

Ramya R
Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

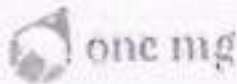
Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

Regd Office: Pune Hirjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hirjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 8899 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950 Page 3 of 3

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



21st June '2021

Sub: Offer Letter

Dear Ms. Ramyabharathi K,

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

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

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

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

A. Key Responsibilities

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

B. Work Schedule

1. Your work shift is minimum 10 hours per day from 10 AM – 06:00 PM five days a week, Monday to Friday. You have an option to take two breaks in a day. A 45-minute break for lunch (usually between 13:00 – 15:00 hrs.) and a 30-minute break for Tea (between 17:00 – 18:00 hrs.) We do not allow more than two breaks in a day. Failure to maintain the work shift on continuous basis can lead to loss of pay.
2. In case you are taking a sick leave or an emergency leave, the same should be informed to us before 08:30 AM on the same day.
3. For any casual leaves or planned holidays, you will need to apply for permission at-least 5 working days in advance.
4. Any forced holidays due to natural calamities like floods/earthquakes etc. will be compensated for.

C. Leave Policy

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

Phone
23, North Beach Road,
Marina Apartments,
Chennai - 47

Mobile
+91 44 4754 4800

Google Map
185 2P, Sector 51,
Gurgaon: 122018

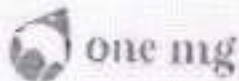
WhatsApp
+91 98810 51408

1/12
4701 Devanahalli Road,
Suite 106, Hamburg,
IN 57403

WhatsApp
+1 (717) 685-9617

Website
www.onemg.com
Facebook
facebook.com/onemg
LinkedIn
linkedin.com/company/one-mg

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



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

H. **Termination of Services:** You shall retire from the service of the Company upon attaining the age of 65 years. Notwithstanding the above your service with the Company may be terminated at any-time, after confirmation, by giving written notice of 60 days or payment of two month's salary in lieu thereof. Provided further you shall be entitled to resign from the services of the Company by giving written notice of 90 days or at the discretion of the Company by payment of one month's basic salary in lieu thereof."

I. **Salary Review:** Your performance and salary will be reviewed as per the company's appraisal policy in the month of April every year or one year from the date of last appraisal, whichever is later. The company reserves the right to change the effective date of increment without assigning any reasons.

J. **Acceptance:** If the above terms and conditions of the employment hereof is acceptable to you, please sign on the duplicate copy in token of your having accepted the same.

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

Annexure 1
Salary Break up for Ms. Ramyabharathi K

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

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

Yours sincerely
For One MG
Nishant Rastogi

Director of Possibilities

Employment offer accepted;

Ramyabharathi K
Ms. Ramyabharathi K

Date of Acceptance: 21/6/21

Date of Joining: 23rd June '2021

Office
29, 3rd Floor, Post,
Madura Apartments,
Chennai - 17

Mobile
+91 44 4554 4893

Employee
16, 5th Sector 31
Surgaon - 42009

Mobile
+91 9880334408

B. Kalpave
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 073.
600 064, Sector 31,
Surgaon, Tamil Nadu,
600 073.
Mobile: +91 9880334408
+91 22 6181-990

Branch Office: Bengaluru
Climber Knowledge and Careers Pvt. Ltd.
Third Floor, Classic Arena Hosur Rd,
AECS Layout- A Block, Singasandra,
Bengaluru, Karnataka- 560068
CIN: U93000MH2016PTC273870

support@mycaptain.in
1800 121 6767



10th December 2020

LETTER OF APPOINTMENT

To,
Ranjith S

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("Employer"), we are pleased to inform you that you, Mr./Ms. Ranjith S ("Employee"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10th and 12th standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "Business Development Executive", subject to change, promotion, or relegation to the satisfaction of and with prior notice from the Employer.

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

Branch Office: Bengaluru
 Climber Knowledge and Careers Pvt. Ltd,
 Third Floor, Classic Arena Hosur Rd,
 AECS Layout-A Block, Singasandra,
 Bengaluru, Karnataka- 560068
 CIN: U93000MH2016PTC273870

support@mycaptain.in
 1600 121 476767



ANNEXURE A

| Business Development Executive G3 | | |
|---|-----------------|--------------------------|
| Components | Per month (INR) | Annual (INR) |
| Base Salary | 16,000/- | 1,92,000/- |
| House Rent Allowance (HRA) | 5,000/- | 60,000/- |
| Other allowance including flexible components | 1,000/- | 12,000/- |
| Performance based Incentive (Variable) | upto 8,000/- | upto 96,000/- |
| Fixed compensation (In Hand) | 22,000/- | 2,64,000/- |
| Cost to Company (CTC) | | 3,20,000/- to 3,60,000/- |

| Business Development Executive G2 | | |
|---|-----------------|--------------------------|
| Components | Per month (INR) | Annual (INR) |
| Base Salary | 19,440/- | 2,33,280/- |
| House Rent Allowance (HRA) | 6,210/- | 74,520/- |
| Other allowance including flexible components | 1,350/- | 16,200/- |
| Performance based Incentive (Variable) | upto 6,333/- | upto 76,000/- |
| Fixed compensation (In Hand) | 27,000/- | 3,24,000/- |
| Cost to Company (CTC) | | 3,60,000/- to 4,00,000/- |

| Business Development Executive G1 | | |
|---|-----------------|--------------------------|
| Components | Per month (INR) | Annual (INR) |
| Base Salary | 22,600/- | 2,71,200/- |
| House Rent Allowance (HRA) | 6,900/- | 82,800/- |
| Other allowance including flexible components | 2,500/- | 30,000/- |
| Performance based Incentive (Variable) | upto 7,500/- | upto 90,000/- |
| Fixed compensation (In Hand) | 32,000/- | 3,84,000/- |
| Cost to Company (CTC) | | 4,00,000/- to 4,50,000/- |

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

PKF Sridhar & Santhanam LLP
Chartered Accountants

Letter of Appointment

Ref/HR/App/Vis
18th June 2021

Mr. Ranjith Kumar R
No: 2A/567, 8th Street,
Gandhi Nagar, Padappai 601301

Dear Mr. Ranjith,

We are pleased to appoint you as a member of the professional staff of PKF Sridhar and Santhanam LLP, Chartered Accountants on position of "Trainee Analyst" with effect from 21st June 2021.

You will be paid a consolidated stipend of Rs. 30,000 per month during the training period.

Your base location will be Chennai.

Reporting Partner:

HR will communicate in due course your Reporting Manager and you need to always report to your manager. Your Reporting Partner for administration purposes will be Ms. Aparna Jayendran. (Chennai)

Familiarisation:

The familiarization period of one month will allow you to adjust and adapt to the job demands and the work situation, while at the same time, allowing the Firm to observe whether you will be able to meet the job specifications and demands.

Confirmation:

A performance assessment will be carried out at the end of the one-year probationary period (inclusive of 1-month familiarisation period) from your date of joining, and subject to satisfactory performance, your services will be confirmed.

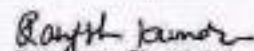
An amount of ₹1000 will be recovered from your Full & Final Settlement against Medical & Background Verification if the employment is terminated within 6 months of service.

All the terms and conditions of the firm as stated in Annexure I would apply to you.

For PKF Sridhar & Santhanam LLP,
Chartered Accountants


Partner




Employee Signature

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



Venture Lighting India Limited

Plot No. A30, D5, Phase - II, Zone B, Mepz, Tambaram,
Chennai - 600 045. Cell : 93818 53633

19-04-2021

Mr. Ranjith Kumar R

Prince Shri Venkateshwara Arts and Science College

Dear Ranjith Kumar,

We are delighted to offer you the position of Operations Executive at Venture Lighting India Limited. The detail of your appointment as follows:

Position: Operations Executive

Location: Tambaram, Chennai

Start Date: 15-05-2021.

Salary: 2,20,000 per annum

To accept this offer, please sign and date this letter and return it to us no later than 25-04-2021.

We look forward to your acceptance of this offer and to having you join our team.

Sincerely,

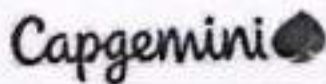
Human Resources - Head

I, Ranjith Kumar, accept the offer of employment as described in this letter.

Signature:

Date: 7.4.21

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



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1723819

Letter of Intent ("LOI")

Dear Ranjithaa Sri B S,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst 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 and 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 pre-joining trainings and 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 during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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

ANNEXURE 1

Ranjithaa Sri B S
Associate and A3

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Caggemini

Tejinder Sethi
Head - Fresher Hiring

Regd Office: Pune Hirjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hirjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950 Page 3 of 3

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

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



Date: 14-Dec-21

Dear Ranjithkumar R,

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

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

TERMS AND CONDITIONS:

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

CSS Corp Private Limited
CIN:U72900TN2000PTC115034

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

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

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

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CSS Corp Private Limited
 CIN:U72900TN2000PTC115034

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

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 GOWRIVAKKAM, CHENNAI-600 073

MRK MICRO LAB

No. 143 / 25, Thenkarai, Tamil Nadu 625601

25 March 2021

To
Rasika Mary K
Department: B.Sc Micro Biology
College: Prince Shri Venkateshwara Arts and Science College

Letter of Offer

Dear **Rasika Mary**,

Greetings from MRK Micro Lab.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services**. Congratulations!

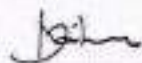
We are impressed by your qualifications and believe that your skills and experience will make a valuable contribution to our team. We offer a comprehensive training program that will provide you with the knowledge and skills you need to excel in this role. Our team of experienced professionals will provide you with hands-on training, feedback, and support throughout your training period.

As a Medical Coding Trainee, you will be responsible for coding medical diagnoses and procedures, ensuring that the coding is accurate and up to date. You will also be responsible for maintaining patient records, reviewing medical documentation, and communicating with healthcare providers to clarify diagnoses and procedures.

Your Start date will be **01 July 2021**. In this role, you will be required to work full-time, 40 hours per week. Your starting salary will be **Rs.1,56,000** and you will be eligible for health insurance, paid time off, etc.

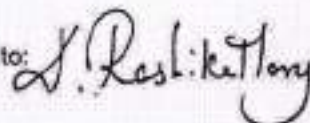
If you are interested in accepting this position, please sign and return a copy of this letter by **31 March 2021**. We look forward to welcoming you to our team and helping you grow your career in medical coding.

Sincerely,



Mahesh Prabakaran
Manager

Accepted and Agreed to:
Rasika Mary K

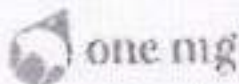


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**PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 077**

✉ cre@microlabchennai.com

☎ +044-2624 2525



21st June '2021

Sub: Offer Letter

Dear Mr. Rathakrishnan R K,

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

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

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

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

A. Key Responsibilities

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

B. Work Schedule

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

C. Leave Policy

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

21st June '2021
23, North Beach Road,
Mandis Apartments,
Chennai - 600 017

Phone:
+91 44 2554 4643

6th Floor
601 SR, Sector 5A
Surigam - 600040

Phone:
+91 9444224405

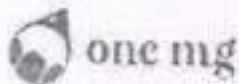
601
4791 Devaneya Road,
Gate 106, Marudup
P.O. 600029

Phone:
+91 97 70 888-2607

Visit our website
www.onemg.com
Be a bank.com/onemg
linkedin.com/company/one-mg

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



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

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

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

Annexure 1
Salary Break up for Mr. Rathakrishnan R K

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

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

Yours sincerely
For One MG
Nishant Rastogi

Director of Possibilities

Employment offer accepted;

R.K. Rathakrishnan
Mr. Rathakrishnan R K

Date of Acceptance: 21/6/21

Date of Joining: 23rd June 2021

B. Kalpana
PRINCIPAL

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

Chennai
23, Hoop Road Road
Mandira Apartments,
Chennai - 17

Mobile
+91 96 4254 4893

Coimbatore
961 SP, Sector 21
Sungubai - 626003

Mobile
+91 94490 34408

Hyd
43rd Durgam Road,
Sate 106, Hyderabad,
IN 50003

Mobile
+1 (773) 674-9607

www.onemg.com
Textbook: zansari@mg
Email: hr@onemg.com



PROVISIONAL OFFER LETTER

College Name: Prince Shri Venkateshwara Arts & Science College
Date: 26-March-2021

Dear Rebekaha Sharon V (B.A Eng)

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 night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

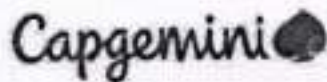
Yours sincerely,

**Talent Acquisition
Sutherland**

This is digitally generated soft copy hence signature stamp required.

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

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



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1723714

Letter of Intent ("LOI")

Dear Reshma A,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst 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 and 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 pre-joining trainings and 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 during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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

ANNEXURE 1

Reshma A

Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950 Page 3 of 3

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



May 07, 2021

Reshma M,
Chennai

Invitation to join Hashtag Inc.

Dear Reshma M,
We are pleased to extend an offer of employment to you based on your performance during our assessment process. We believe you are a great fit for the role of **Graphic Design Associate** at our agency.

We offer talented and motivated individuals an opportunity to build skills and competencies that will last a lifetime. Our compensation structure generously rewards high performance. Hashtag Inc.'s strong people-oriented culture and values are another area that sets us apart and we care deeply about the individuals we employ.

While our environment is challenging and requires motivation and commitment to succeed, you will expand your professional capabilities and become part of the Hashtag Inc. family.

Enclosed you will find:

- A formal letter with your offer details (one copy for you to sign and return to us, one copy for your retention)

If at any time you have questions on our offer, the role or about our environment, please contact Kothai [Phone: 7904960344; email: hr@hashtaginc.co.in] with any questions you may have.

Congratulations, we are very excited to have you join us!

Yours sincerely,

Handwritten signature of Adithya S in black ink.

Adithya S
Co-Founder

Handwritten signature of Chirag Kinger in black ink.

Chirag Kinger
Co-Founder

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



Compensation Overview

Name: Reshma M

Title: Graphic Design Associate

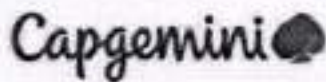
| Sl. | Earning Head | Per Month (Rs.) | Annual (Rs.) |
|-----|----------------------------|-----------------|--------------|
| 1 | Basic Salary | 9,900.00 | 1,18,800.00 |
| 2 | House Rent Allowance (HRA) | 6,300.00 | 75,600.00 |
| 3 | Special Pay Allowance | 1,800.00 | 21,600.00 |
| A | Gross Salary | 18,000.00 | 2,16,000.00 |
| B | Less: Professional Tax | 208.00 | 2,496.00 |
| C | Net In-Hand Salary | 17,792.00 | 2,13,504.00 |

Note: The above compensation package should not be discussed with anyone other than the undersigned.

Authorized signatory

Acceptance signature

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



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1723822

Letter of Intent ("LOI")

Dear Rishitha G,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst 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 and 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 pre-joining trainings and 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 during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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

ANNEXURE 1

Rishitha G
Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

Regd Office: Pune Hirjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hirjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950 Page 3 of 3

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

LIBRARY
GOWRIVAKKAM, CHENNAI-600 073



PROVISIONAL OFFER LETTER

College Name: Prince Shri Venkateshwara Arts & Science College
Date: 26-March-2021

Dear Rohith P (B.Sc Computer Science)

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 night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition
Sutherland**

This is digitally generated soft copy hence signature is not required

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

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

MRK MICRO LAB

No. 143 / 25, Thenkarai, Tamil Nadu 625601

25 March 2021

To
Rubini N
Department: B.Sc Micro Biology
College: Prince Shri Venkateshwara Arts and Science College

Letter of Offer

Dear Rubini,

Greetings from MRK Micro Lab.

Following your interview, we are very pleased to be able to make a conditional offer to you the position of **Trainee – Coding Services**. Congratulations!

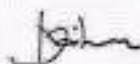
We are impressed by your qualifications and believe that your skills and experience will make a valuable contribution to our team. We offer a comprehensive training program that will provide you with the knowledge and skills you need to excel in this role. Our team of experienced professionals will provide you with hands-on training, feedback, and support throughout your training period.

As a Medical Coding Trainee, you will be responsible for coding medical diagnoses and procedures, ensuring that the coding is accurate and up to date. You will also be responsible for maintaining patient records, reviewing medical documentation, and communicating with healthcare providers to clarify diagnoses and procedures.

Your Start date will be **01 July 2021**. In this role, you will be required to work full-time, 40 hours per week. Your starting salary will be **Rs.1,56,000** and you will be eligible for health insurance, paid time off, etc.

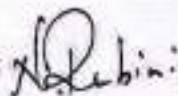
If you are interested in accepting this position, please sign and return a copy of this letter by 31 March 2021. We look forward to welcoming you to our team and helping you grow your career in medical coding.

Sincerely,



Mahesh Prabhakaran
Manager

Accepted and Agreed to:
Rubini N



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

✉ cre@microlabchennai.com

☎ +044-2624 2525

Technojinn

No.89/2, Karungalpatti Main Road,
Gugai, Salem - 636 006, Tamil Nadu
Cell: 93611 41031

26-February-2020

To

Ruthra Moorthi V
Prince Shri Venkateshwara Arts and Science College
Chennai

Dear **Ruthra Moorthi**,

It was a pleasure meeting you to explore your career opportunity with Technojinn Solutions.

Based on our discussion, we are pleased to offer you the position of Software Developer Trainee. The CTC (Cost to Company) offered to you will be **Rs. 1,68,000/-** (CTC One Lakhs Sixty Eight thousand Only) per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

Welcome to Technojinn Family!

Technojinn Solutions is a fast-growing Software Development, Services and Products Company. In our endeavour to achieve and exceed our goals, we look for professionals like you who would partner the further growth of the Organization. Our work environment encourages people to fulfil their career and professional aspirations in tandem with the organizational goals. We are confident that with your skills, competencies, and capabilities you would be an invaluable addition to the team.

Please confirm your acceptance by duly signing the duplicate copy of this letter. We will appreciate you joining us in our office on or before **04-June-2020**.

Yours Sincerely,
For Technojinn Solutions,



Sowmiya Ravi
HR Specialist

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



netrocon digital

March 15, 2021

Sai Sangeetha M
597/1B, Kesavan Nagar,
Madipakkam,
Chennai, 600091

Dear Sai Sangeetha,

Sub: Offer for the post of Content Writer

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

You will be eligible for a salary of **Rs. 2,20,000/-** 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 **3rd June 2021**.

- 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: 24/5/21

M. Sai Sangeetha
Sai Sangeetha M

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

July 02, 2021

Mr. Saikiran P

We are pleased to extend to you our offer to join Consark Advisory Services LLP (the "Firm"), on the terms and conditions set forth below.

Your title and start date will be as indicated on **Annexure A**. You will be based in Chennai and will be reporting to such person as may be indicated by the Firm from time to time. You are required to work exclusively for the Firm. Although your employment will be with the Firm, you may be seconded to other affiliate firms/entities from time to time at the Firm's discretion. During your employment, you may be also required to work in any other office the Firm may have or establish in India, and to work on a temporary basis in any of the Firm's other offices for training or other purposes. In such circumstances, the Firm will provide you travel assistance.

So long as you remain actively employed by the Firm, you will be eligible for the compensation indicated on the attached **Annexure A**, subject to the following terms and conditions:

- The fixed pay indicated on **Annexure A** will be paid for all periods of your active employment with the Company. Please note that your fixed pay represents cost to the Firm.
- You will not be eligible to participate in the Firm's discretionary bonus in effect from time to time. Your Performance Bonus has already been indicated in **Annexure A** which would be paid on achieving the goals/targets set forth therein.
- All payments described in this letter and **Annexure A** will be less taxes and other applicable payroll deductions.
- You will be required to serve a notice period of 45 days, in case you wish to leave the Firm. Such notice period may be fully or partly waived off at the discretion of the concerned Partner.
- You agree to the terms of the Confidentiality Agreement in **Annexure B**.

For purposes of this letter, "Cause" means misconduct, breach of applicable Firm policies or rules, dishonesty, violation of laws or regulations, or substantial and continuing failure to perform employment duties or obligations satisfactorily. The Firm reserves the right to terminate this contract and consequently your employment on an immediate basis, if found guilty of Cause.

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

Annexure A

The following compensation items are subject to the terms and conditions of your offer letter, to which this Annexure A is attached. You will be subject to probation for a period of 3 months after which your employment with the firm will be confirmed. Payments are subject to applicable taxes. Please note that fixed compensations are expressed on an annualized basis.

| | |
|--------------------|--|
| Name | Salkiran P |
| Title | Audit Assistant – Risk Advisory Services |
| Fixed Compensation | INR 230,400 per annum |
| Date of Joining | |

In case of any change in any labour law or any other law necessitating a change in the compensation structure, a review of the above compensation may be warranted based on the discretion of the firm.

Other Benefits:

- Our firm has a flexible leave policy and you will be entitled to leave as per the policy in force at any given period.
- Out of pocket expenses incurred will be reimbursed at actuals, based on the prevailing travel policy of the Firm. The same may change time to time based on the Firm's discretion.

Performance Bonus Entitlement:

In addition to the Fixed Pay and Other Benefits detailed above, you would also be eligible for Bonus based on your performance, which will be based on the firm's performance as well as your individual performance. You will be evaluated by Partners at the end of every financial year (ending June 30). Both bonus and increment percentages will be decided by the Partners on a year on a year basis based on their evaluation arising out of the performance appraisal system.

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

21st June '2021

Sub: Offer Letter

Dear Ms. Sajitha I,

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

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

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

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

A. Key Responsibilities

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

B. Work Schedule

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

C. Leave Policy

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

Chennai
23, North Boag Road,
Mendra Apartments,
Chennai - 17

call us
+91 44 4554 4693

Gurgaon
161 SP, Sector 51
Gurgaon; 122018

call us
+91 94440 34408

USA
4701 Devonshire Road,
Suite 106 Harrisburg,
PA 17109

call us
+1 (717) 688-9647

visit us online
www.onemg.com
facebook.com/onemg
linkedin.com/company/one-mg

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

D. Notice Period / Termination

1. The first three months of your employment is considered as the probation period. During the probation period if any loss is caused to the company due to your negligence or attitude, the company has full rights to withdraw or cancel the contract without any notice period.
2. **During the probation period** if you want to quit your position for any reason, you will need to provide a notice of 30 days. If you fail to adhere to this notice period, you will have to bear your salary amounting to the respective period.
3. **The mutual notice period for this position, post probation is 60 days.** If you fail to adhere to this notice period, you will have to bear your salary amounting to the respective period.
4. No paid holidays will be provided during the notice or the probation period. Salary credit for the notice period will be made after completion of notice period and due handover of all materials.
5. Notice periods are role/position based and the above-mentioned notice period is for your current role/position and is bound to change based on seniority / role.

E. WORK FROM HOME POLICY:

1. Due to the uncertainties of the COVID pandemic, the company as instructed by the government and at its sole discretion may choose the work from home model
2. The company will provide a notice of 7 days when it is going to revert to work from office and the employee is expected to make their own arrangements to be available to work from office as per the notified date.
3. During the work from home tenure, the company will provide information on reporting process and the employee is expected to adhere to the process and the regular work timings
4. You will be expected to own a system and internet facility to execute the projects on time
5. You will be required to maintain all files in a safe and secure environment and return it to the agency on demand

F. Copyrights & Intellectual Property Rights

1. You agree to maintain full confidentiality of clients, nature & value of projects pitched or worked for One MG.
2. You will not take any personal favors from One MG's clients or engage in any form of employment, outsourced project execution or approach them through any other company / entity up to 24 months from the date of leaving One MG.
3. Any showcase of the work done at One MG as a part of your portfolio, must be done only after procuring a prior written approval, else, you accept to bear any levies made by One MG as an act of copyright infringement.
4. One MG owns all copyrights & intellectual property rights for the work done by you during the tenure including the probation period of your employment at One MG
5. You will not engage on any third-party projects, outsourced project execution or part-time employment anytime during your employment with One MG. If found, the company has full right to cancel/withdraw your employment without any notice period and levy penalties if applicable.

- G. Non-solicitation obligation:** In consideration of your employment with the company and its attendant benefits, including one month's notice in the event of Company initiated termination; we ask that you agree to the following Non-Solicitation Obligation. If either you elect to terminate this agreement with the Company or your agreement is terminated at any time by the Company, then for a period of 24 months following such termination you will not, except on behalf of the Company, directly or indirectly:

a) Participate in the solicitation of or work on any account of the Company on which you worked, supervised, or participated in soliciting during the one-year period prior to the date of your termination of your agreement. The word "account" as used above is not intended to mean "client", and you would be free to work on other accounts of a client which were not serviced or solicited by the Company during such period;

Chennai
23, North Soap Road,
Mandea Apartments,
Chennai - 17

call us
+91 44 4554 4593

Gurgaon
101 SP Sector 51
Gurgaon: 122018

call us
+91 94440 34408

USA
4331 Devonshire Road,
Suite 106, Harrisburg,
PA 17108

call us
+1 (717) 586-9647

visit us online
www.onemg.com
facebook.com/onemg
linkedin.com/company/one-mg

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

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

H. **Termination of Services:** You shall retire from the service of the Company upon attaining the age of 65 years. Notwithstanding the above your service with the Company may be terminated at any-time, after confirmation, by giving written notice of 90 days or payment of two month's salary in lieu thereof. Provided further you shall be entitled to resign from the services of the Company by giving written notice of 90 days or at the discretion of the Company by payment of one month's basic salary in lieu thereof."

I. **Salary Review:** Your performance and salary will be reviewed as per the company's appraisal policy in the month of April every year or one year from the date of last appraisal, whichever is later. The company reserves the right to change the effective date of increment without assigning any reasons.

J. **Acceptance:** If the above terms and conditions of the employment hereof is acceptable to you, please sign on the duplicate copy in token of your having accepted the same.

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

Annexure 1
Salary Break up for Ms. Sajitha I

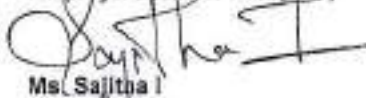
| # | Description | Salary (First 3 months) | Salary (Month 4 – 12) |
|---|--|----------------------------|--------------------------|
| 1 | Basic Salary | 9,000 | 10,000 |
| 2 | Housing Rental Allowance | 4,500 | 5,000 |
| 3 | Travel Allowance | 1,600 | 1,600 |
| 4 | Other Allowances (Medical, Special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

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

Yours sincerely
For One MG
Nishant Rastogi

Director of Possibilities

Employment offer accepted:


Ms. Sajitha I

Date of Acceptance:

Date of Joining: 23rd June '2021

B. Kalpana
PRINCIPAL

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

Chennai
23, North Boag Road,
Mandira Apartments,
Chennai - 17
cell no
+91 44 4554 4692

Gurgaon
36/ 3P, Sector 58
Gurgaon: 122019
cell no
+91 9444034408

USA
4701 Devonshire Road,
Suite 306, Harrisburg,
PA 17109
cell no
+1 (717) 585-9847

visit us online
www.onemg.com
facebook.com/onemg
linkedin.com/company/one-mg

ANNEXURE 2
Performance Evaluation Form

| # | Criteria | Weightage |
|----|---|------------|
| 1. | Project Understanding – Brand Requirements – Required Output | 10 |
| 2. | Consistency in work quality | 25 |
| 2A | Driving Brand engagement – following latest design trends, understanding brand tone, positioning and guidelines, improving on the past work quality | |
| 2B | Speed of execution with lesser iterations per task | |
| 3. | Enthusiasm for work and Ownership on tasks | 10 |
| 4. | Self-Management - Prioritising workload, Meeting Deadlines, Efficiency & Quality of Follow up | 25 |
| 5. | Adding skill sets | 10 |
| 6. | Office Environment Friendliness – Diligent use of resources | 5 |
| 7. | Punctuality, Attendance Consistency, Reliability | 10 |
| 8. | Award Winning Ideas | 5 |
| | Total | 100 |

Yours sincerely
For One MG
Nishant Rastogi

Director of Possibilities

Employment offer accepted;

Ms. Sajitha I
Date of Acceptance:
Date of Joining: 23rd June '2021

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

Chennai
23, North Boag Road,
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Chennai - 17

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+91 44 4554 4692

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161 SP, Sector 51,
Gurgaon: 122018

office
+91 94440.34408

USA
4701 Devenshire Road,
Suite 106, Harrisburg,
PA 17105

office
+1 (717) 656-8847

website: www.onemg.com
facebook: [facebook.com/onemg](https://www.facebook.com/onemg)
linkedin: [linkedin.com/company/one-mg](https://www.linkedin.com/company/one-mg)

(Faint mirrored text, likely bleed-through from the reverse side of the page)



PROVISIONAL OFFER LETTER

College Name: Prince Shri Venkateshwara Arts & Science College
Date: 03-May-2021

Dear Saktheeswaran S (B.com)

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 night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition
Sutherland**

This is digitally generated soft copy hence signature is not required

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

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

10-Jun-2021

Dear SAMUEL D,

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

| Components | Components Rs. Per annum |
|-------------------------------|--------------------------|
| Basic | 81,000 |
| Supplementary Allowance | 99,000 |
| Employer's Contribution to PF | 21,600 |
| Statutory Bonus | 7,000 |
| Gratuity | 3,894 |
| Flexible Compensation Pay | 57,506 |
| Total Fixed Pay | 270000.00 |

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

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

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

PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
G@WRIVAKKAM, CHENNAI - 600 073.

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

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

Best Regards,

Subhashish Banerji

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

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



APPOINTMENT LETTER

03 August, 2021

Dear **Samuvel David M,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Processor** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Chennai**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 102054**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

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

ANNEXURE I

| | |
|---|-----------------|
| Name | Samuvel David M |
| Designation | Processor |
| Date Of Joining | 25 August, 2021 |
| Level | AA |
| Basic | 102054 |
| House Rent Allowance | 51027 |
| Bonus | 20411 |
| WBP | 51083 |
| PF | 18353 |
| Gratuity | 4909 |
| ESI | 7299 |
| Target Cost To Company (per Annum) | 255136 |

**Provident fund- Where basic is higher than INR 15,000 p.m.- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 p.m.- Minimum of 12% of (Basic + WBP + Additional (where applicable) or INR 1800 p.m.

**You may be entitled to Shift Bonus as per applicable policies. The said Shift Bonus may range from Rs. 0 to Rs.1250 per month for domestic accounts and from Rs. 0 to Rs. 2500 per month for international accounts. The Shift Bonus shall be subject to applicable taxes.

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



netrocon digital

March 12, 2021

Samuvel E
1/239, Sathavarayan Koil Street,
Vinayaga Nagar,
Pozhilchalur, Chennai, 600074

Dear Samuvel,

Sub: Offer for the post of Business Development Associate

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

You will be eligible for a salary of **Rs. 2,20,000/-** 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 **3rd June 2021**.

- 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: 24/6/21


Samuvel E


PRINCIPAL

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



netrocon digital

March 05, 2021

Sandhiya M
6/75, Abilash Apartments,
Lakshmi Nagar 4th Street,
Nanganallur, Chennai, 600061

Dear Sandhiya,

Sub: Offer for the post of Content Writer

Further to your application and subsequent discussions between us, we are pleased to offer you the position of Content Writer.

You will be eligible for a salary of **Rs. 2,20,000/-** 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 **3rd June 2021**.

- 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,

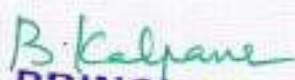
For Netrocon Digital,

Shirley Vincent,
Director

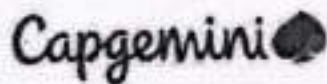
Accepted

Date of Joining: 24/3/21


Sandhiya M


PRINCIPAL

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



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airof MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1723699

Letter of Intent ("LOI")

Dear Sandhiya G,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst 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 and 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 pre-joining trainings and 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 during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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

ANNEXURE 1

Sandhya G
Associate and A3

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Caggemini

Tejinder Sethi
Head - Fresher Hiring

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950 Page 3 of 3

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

URJITA ELECTRONICS PRIVATE LIMITED

+91-9446253147

urjitaelectronics@gmail.com

01st Sep 2020

Ref: UEPL/7143

APPOINTMENT LETTER

Ms. SANDHIYA J

Prince Shri Venkateshwara arts and science college
Chennai.

Dear SANDHIYA,

Congratulations! We are pleased to announce that you have been appointed as a Trainee – Accounts Executive with Urjita Electronics Private Limited in Grade S1 as a result of your campus recruitment for employment with us.

Your total annual CTC salary will be Rs. 220,500/- (Rupees Two Lakhs Twenty Thousand Five Hundred only). For the avoidance of doubt, your remuneration information and associated statistics rely on your company's job band and business vertical.

The following are the terms and conditions of our offer to hire you:

1. Date of Commencement:


Your employment with the Company shall commence on **September 14, 2020**.

2. Location:

You will be employed in Chennai, India. However, Urjita Electronics Private Limited reserves the right to transfer or use your services to any of its unit(s), department(s), office(s), work sites, connected or affiliated firms in India or outside India at any time, subject to the terms and conditions in effect at the time of transfer.

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

Nehru Nagar, Tambaram, Chennai, 600045



URJITA ELECTRONICS PRIVATE LIMITED

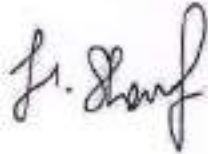
+91-9446253147

urjitaelectronics@gmail.com

As a token of your acceptance of this offer, kindly email us your acceptance on or before 05th September 2020.

We welcome you to the Urjita Electronics Private Limited family and wish you a rewarding career over the years to come.

Yours sincerely,



HR Manager

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



Nehru Nagar, Tambaram, Chennai, 600045





May 07, 2021

Sandhiya V,
Chennai

Invitation to join Hashtag Inc.

Dear Sandhiya V,

We are pleased to extend an offer of employment to you based on your performance during our assessment process. We believe you are a great fit for the role of **Graphic Design Associate** at our agency.

We offer talented and motivated individuals an opportunity to build skills and competencies that will last a lifetime. Our compensation structure generously rewards high performance. Hashtag Inc.'s strong people-oriented culture and values are another area that sets us apart and we care deeply about the individuals we employ.

While our environment is challenging and requires motivation and commitment to succeed, you will expand your professional capabilities and become part of the Hashtag Inc. family.

Enclosed you will find:

- A formal letter with your offer details (one copy for you to sign and return to us, one copy for your retention)

If at any time you have questions on our offer, the role or about our environment, please contact Kothai [Phone: 7904960344; email: hr@hashtaginc.co.in] with any questions you may have.

Congratulations, we are very excited to have you join us!

Yours sincerely,

Adithya S
Co-Founder

Chiraag Kinger
Co-Founder

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



Compensation Overview

Name: Sandhya V

Title: Graphic Design Associate

| Sl. | Earning Head | Per Month (Rs.) | Annual (Rs.) |
|-----|----------------------------|-----------------|--------------|
| 1 | Basic Salary | 9,900.00 | 1,18,800.00 |
| 2 | House Rent Allowance (HRA) | 6,300.00 | 75,600.00 |
| 3 | Special Pay Allowance | 1,800.00 | 21,600.00 |
| A | Gross Salary | 18,000.00 | 2,16,000.00 |
| B | Less: Professional Tax | 208.00 | 2,496.00 |
| C | Net In-Hand Salary | 17,792.00 | 2,13,504.00 |

Note: The above compensation package should not be discussed with anyone other than the undersigned.

Authorised signatory

Acceptance signature

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

Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/P1
R Sandhya
Chennai

June 01, 2021

Sub: Letter of Intent

Dear Sandhya,

This is with reference to your application for a suitable employment in our organization, and the subsequent round of tests and interviews you had with us. We are very pleased to offer you the position of **Financial Associate** in our organization.

You are required to submit the following documents (photocopy) at the time of joining us:

- Proof of Identification (Photocopy of passport/Photo I.D Proof Signed By Class 1 Gazetted Officer/Election card/PAN Card)
- Address proof (Photocopy of ration card/driving license/rent agreement/landline phone/electric bill)
- All Educational/Professional certificates (School & College).
- Last drawn salary slip from the previous organization.
- Resignation Acceptance/Relieving certificate from previous employer, if applicable.
- Latest Form 16, if applicable.
- Medical certificate as per the attached Annexure.
- Six passport size photographs.
- Two Postcard size family photograph (in case unmarried – with mother and father, in case married – with spouse and children) for ESI, if applicable.
- Please bring your Original documents at the time of joining for the verification purpose.

You are required to join us on or before **June 14, 2021 at 9:30 a.m. sharp** at **Global Content Transformation Private Ltd, 4th Floor, work easy space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096**, failing which this offer stands withdrawn. Your formal appointment letter shall be given to you after completion of your joining formalities.

Please submit the copy of Accepted Resignation Letter within 36 hours from the issue of LOI, failing which the LOI stands cancelled.

Look forward to a long & meaningful association with you.

Thanking you,
For Global Content Transformation Pvt Ltd.

Jaya Chandran
General Manager – Human Resource

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

Global Content Transformation Private Limited

Registered Office: Flat No. 36, 3rd Floor, Satkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/88 OMR,
Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096

APTARACORP.COM

Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

| | |
|-----------------|---------------------|
| Name | R Sandhya |
| Designation | Financial Associate |
| Date of Joining | June 14,2021 |

| Level:B1 | INR |
|----------------------|--------------------|
| Gross | 15,229.00 |
| Basic | 12,691.00 |
| Statutory Bonus | 2,538.00 |
| PF | 1,523.00 |
| Employers ESI | 495.00 |
| Personal Accident | 60.00 |
| Gratuity | 610.00 |
| TOTAL RETIRAL | 2,688.00 |
| GROSS | 15,229.00 |
| CTC | 17,917.00 |
| CTC (PA) | 2,15,004.00 |

Note:

- Gratuity amount would be payable only in accordance with the conditions as contained in The Payment of Gratuity Act 1972.
- Your CTC would be revised on successfully completion of probation period based on individual performance.

For Global Content Transformation Pvt Ltd.

Jaya Chandran
General Manager – Human Resources

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

Global Content Transformation Private Limited

Registered Office: Flat No. 38, 3rd Floor, Satkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/88 OMR,
Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096

APTARACORP.COM

URJITA ELECTRONICS PRIVATE LIMITED

+91-9446253147

urjitaelectronics@gmail.com

01st Sep 2020

Ref: UEPL/7143

APPOINTMENT LETTER

Ms. SANDHIYA S

Prince Shri Venkateshwara arts and science college
Chennai.

Dear SANDHIYA,

Congratulations! We are pleased to announce that you have been appointed as a Trainee – Accounts Executive with Urjita Electronics Private Limited in Grade S1 as a result of your campus recruitment for employment with us.

Your total annual CTC salary will be Rs. 220,500/- (Rupees Two Lakhs Twenty Thousand Five Hundred only). For the avoidance of doubt, your remuneration information and associated statistics rely on your company's job band and business vertical.

The following are the terms and conditions of our offer to hire you:

1. Date of Commencement:

Your employment with the Company shall commence on **September 14, 2020**.

2. Location:

You will be employed in Chennai, India. However, Urjita Electronics Private Limited reserves the right to transfer or use your services to any of its unit(s), department(s), office(s), work sites, connected or affiliated firms in India or outside India at any time, subject to the terms and conditions in effect at the time of transfer.

Nehru Nagar, Tambaram, Chennai, 600045

B Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI - 600045

URJITA ELECTRONICS PRIVATE LIMITED

+91-9446253147

urjitaelectronics@gmail.com

7. Leave

Urjita Electronics Private Limited provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on Urjita Electronics Private Limited Compensation & Promotion Policy.

9. Notice Period

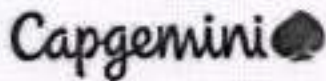
During probation, your services can be terminated with 90 days notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with 90 days notice or salary in lieu thereof on either side. Urjita Electronics Private Limited reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

Nehru Nagar, Tambaram, Chennai, 600045

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



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1723826

Letter of Intent ("LOI")

Dear Sangavi J,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst 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 and 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 pre-joining trainings and 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 during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKALA
073.

ANNEXURE 1

Sangavi J

Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950 Page 3 of 3

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



Date: 14-Dec-21

Dear Sangeetha S,

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

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

TERMS AND CONDITIONS:

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

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

CSS Corp Private Limited

CIN:U72900TN2000PTC115034

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

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


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

BIG TREE BIOTECH

No.2nd Street, Govindaraj Alamelu, Vivekananda Nagar,
Lakshmi Ammal Nagar, Korattur, Chennai, Tamil Nadu 600076

+044 27274200

bigtreebt@gmail.com

LETTER OF APPOINTMENT

11-Mar-2021

Ms. Sangeetha B

Prince Shri Venkateshwara Arts and Science College
Chennai

Dear Sangeetha,

We are pleased to offer you the position of Clinical Technician at Big tree Biotech. This position reports directly to the Mr. Amarnath Sateesh, Clinical Manager and will be based at our Chennai facility. We believe that your skills, experience, and education make you a valuable addition to our team.

Your starting salary will be **1,14,000** Lakhs per year. You will be eligible for a review of your compensation after 6 months of employment. The review will be based on your performance and contribution to the company.

Your employment will begin on **01st June 2021**. You will be expected to work 40 hours per week. Your work schedule will be 10.00 AM to 6.00 PM.

As a Clinical Technician, You will be required to maintain a high level of accuracy, work independently, and maintain confidentiality at all times. Big tree Biotech offers a comprehensive benefits package, including health insurance, dental insurance, vision insurance, and savings plan. Details of the benefits package will be provided upon commencement of employment.

As a condition of employment, you will be required to sign an Employee Confidentiality and Non-Disclosure Agreement. The agreement states that you will not disclose any confidential information about Big tree Biotech or its clients or customers to any third party.

Please review this offer letter carefully. If you are accepting this position, please sign and return the letter by **18th March 2021**.

We look forward to having you join our team!

Sincerely,



Manager

I accept the offer of employment as described in this letter.


Sangeetha B

Date: 26/4/21

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



APPOINTMENT LETTER

18 August, 2021

Dear **Sangeetha J.**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Processor** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Chennai**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 102054**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

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

ANNEXURE I

| | |
|------------------------------------|-----------------|
| Name | Sangeetha J |
| Designation | Processor |
| Date Of Joining | 25 August, 2021 |
| Level | AA |
| Basic | 102054 |
| House Rent Allowance | 51027 |
| Bonus | 20411 |
| WBP | 51083 |
| PF | 18353 |
| Gratuity | 4909 |
| ESI | 7299 |
| Target Cost To Company (per Annum) | 255136 |

**Provident fund- Where basic is higher than INR 15,000 p.m.- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 p.m.- Minimum of 12% of (Basic + WBP + Additional (where applicable) or INR 1800 p.m.

**You may be entitled to Shift Bonus as per applicable policies. The said Shift Bonus may range from Rs. 0 to Rs.1250 per month for domestic accounts and from Rs. 0 to Rs. 2500 per month for international accounts. The Shift Bonus shall be subject to applicable taxes.

B. Kalpana
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GOWRIVAKKAM, CHENNAI-600 073.

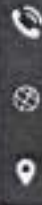


BEEHIGHMEDIA

91-9940375056

www.beehighmedia.com
info@beehighmedia.com

49, 9th Cross Street, Y Block,
Anna Nagar, Chennai 600040



March 24, 2021

Private and Confidential

Mr. SANJAY KUMAR R
East Tambaram, Chennai

Sub: Offer of Employment.

Dear Sanjay kumar,

Further to our discussions, we are pleased to offer you the position with Bee High Media (BHM).

Position & Joining:

You shall be appointed as **Content Writer** with BHM. You are expected to join on or before **May 03, 2021** at 09.30 A.M. at the following location to complete your joining formalities. In the event of you not joining us on or before the said date, this offer will automatically stand withdrawn.

Your gross annual compensation is **Rs.1,80,000/-** (Rupees One Lakh and eighty thousand Only) per annum. Annexure I details about the compensation structure.

49, 9th Cross Street, Y Block, Anna Nagar, Chennai, Tamil Nadu 600040.

URL: <https://www.beehighmedia.com>

Compensation:

Please refer to Annexure I for the details as applicable to you. Your job title and compensation have been discussed with you and we have mutually agreed upon the same.

You will be employed at Bee High Media, Chennai.

You will be on probation for a period of six (6) months from the date of joining. During this period, the Company may conduct on-going reviews to assess your performance. Based upon the reviews, your employment would be confirmed in the company. In case of any extension in the

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July 02, 2021

Mr. Sanjay Raj A

We are pleased to extend to you our offer to join Consark Advisory Services LLP (the "Firm"), on the terms and conditions set forth below.

Your title and start date will be as indicated on **Annexure A**. You will be based in Chennai and will be reporting to such person as may be indicated by the Firm from time to time. You are required to work exclusively for the Firm. Although your employment will be with the Firm, you may be seconded to other affiliate firms/entities from time to time at the Firm's discretion. During your employment, you may be also required to work in any other office the Firm may have or establish in India, and to work on a temporary basis in any of the Firm's other offices for training or other purposes. In such circumstances, the Firm will provide you travel assistance.

So long as you remain actively employed by the Firm, you will be eligible for the compensation indicated on the attached **Annexure A**, subject to the following terms and conditions:

- The fixed pay indicated on **Annexure A** will be paid for all periods of your active employment with the Company. Please note that your fixed pay represents cost to the Firm.
- You will not be eligible to participate in the Firm's discretionary bonus in effect from time to time. Your Performance Bonus has already been indicated in **Annexure A** which would be paid on achieving the goals/targets set forth therein.
- All payments described in this letter and **Annexure A** will be less taxes and other applicable payroll deductions.
- You will be required to serve a notice period of 45 days, in case you wish to leave the Firm. Such notice period may be fully or partly waived off at the discretion of the concerned Partner.
- You agree to the terms of the Confidentiality Agreement in **Annexure B**.

For purposes of this letter, "Cause" means misconduct, breach of applicable Firm policies or rules, dishonesty, violation of laws or regulations, or substantial and continuing failure to perform employment duties or obligations satisfactorily. The Firm reserves the right to terminate this contract and consequently your employment on an immediate basis, if found guilty of Cause.

B. Kalpane
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Annexure A

The following compensation items are subject to the terms and conditions of your offer letter, to which this Annexure A is attached. You will be subject to probation for a period of 3 months after which your employment with the firm will be confirmed. Payments are subject to applicable taxes. Please note that fixed compensations are expressed on an annualized basis.

| | |
|--------------------|--|
| Name | Sanjay Raj A |
| Title | Audit Assistant – Risk Advisory Services |
| Fixed Compensation | INR 230,400 per annum |
| Date of Joining | |

In case of any change in any labour law or any other law necessitating a change in the compensation structure, a review of the above compensation may be warranted based on the discretion of the firm.

Other Benefits:

- Our firm has a flexible leave policy and you will be entitled to leave as per the policy in force at any given period.
- Out of pocket expenses incurred will be reimbursed at actuals, based on the prevailing travel policy of the Firm. The same may change time to time based on the Firm's discretion.

Performance Bonus Entitlement:

In addition to the Fixed Pay and Other Benefits detailed above, you would also be eligible for Bonus based on your performance, which will be based on the firm's performance as well as your individual performance. You will be evaluated by Partners at the end of every financial year (ending June 30). Both bonus and increment percentages will be decided by the Partners on a year on a year basis based on their evaluation arising out of the performance appraisal system.

B. Kalpane
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