



## Employment Offer

28<sup>th</sup> June, 2021

Dear Mr. KALIGOTLA PRASANTH KUMAR,

Greetings from TEKCLAN!!!

We are delighted to offer you a position as HR Executive with TEKCLAN Software Solutions Private Limited. Your anticipated start date will be 1<sup>st</sup> July, 2021.

Your role will be structured based on organizational requirements and aligned with your experience profile, capabilities and potential.

Your "Annual Total Cash Compensation" will be INR 2,30,000 (Rupees Two Lakhs Thirty Thousand only).

Annexure - A details the Salary break up.

Annexure - B outlines the general terms and conditions governing your employment with us.

This offer is valid subject to you submitting all necessary legal documentation pertaining to background verification / validation and appointment process.

On your first day of employment, please report to office at Chennai at 10:00 a.m. should there be a change in your start date, it is mandatory for you to communicate the same to us a week in advance as this impacts your experience with TEKCLAN.

Kindly return a copy of this letter duly counter signed by you, within a week in acceptance of the terms and conditions set out herein.

We take this opportunity to thank & appreciate your decision to join TEKCLAN.

We look forward to a long and mutually beneficial association. Kindly confirm your acceptance of this offer of appointment.

Sincerely,

*A. Kadhambari*

A. Kadhambari  
Director

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

**TEKCLAN SOFTWARE SOLUTIONS PVT. LTD.,**  
4th floor, 401-403, TICEL Bio Park, No.5, CSIR Road, Taramani,  
Chennai - 600113 Ph: 044-66663001 Email: [info@tekclansolutions.com](mailto:info@tekclansolutions.com)

# MAX MED LABORATORIES

## LETTER OF EMPLOYMENT

Ms. KALPANA A  
Chennai

Dear Kalpana,

We are extremely happy to offer you the position of Lab Technician in our company Max Med Laboratories. Your interview with us on 03-03-2021 was a very intriguing experience.

As a Medical Laboratory Technician, your primary responsibility will be to perform laboratory tests on patient samples and report accurate and timely results. You will be responsible for performing a variety of tests such as haematology, microbiology, and clinical chemistry, among others. Your work will be essential in helping healthcare providers diagnose and treat diseases.

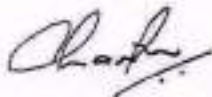
Your starting salary as a Lab Technician will be **Rs.1,05,000** per annum which will be provided monthly via online mode. According to the company's policy, we will provide you with certain health benefits; the company will also provide you will a transportation allowance and a laptop for the recording and tabulation of the observational charts.

Please note that your position is entirely based on a contract between you and the company which on ending can terminate your position in the company. If this job meets your terms and conditions, please send in a signed letter within **15-03-2021**, you may keep a copy of this letter for future reference. On receiving your signed letter, we will mail you the joining date.


We will be greatly delighted to have you on board, if you have any further queries, you can e-mail us at [maxmedchina@gmail.com](mailto:maxmedchina@gmail.com).

Thanking You,

Yours sincerely,



HR Manager

Candidate Signature:  on 16-3-21

*B. Kalpana*  
**PRINCIPAL**

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 07





Date: 14-Dec-21

Dear Kamatchi A,

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  
COWRIVAKKAM, CHENNAI-600 073

CSS Corp Private Limited,  
CIN:U72900TN2000PTC115034  
Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com

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
<b>Total Guaranteed Compensation (TGC)</b>		<b>18,833</b>	<b>2,26,000</b>
Variable Component			
<b>Variable Performance Pay**</b>			<b>24,000</b>
<b>Gross Cost to Company (CTC)</b>			<b>2,50,000</b>
Insurance Benefits			
Personal Accident Disability Insurance Cover			7,50,000
Personal Accident Death Insurance Cover			15,00,000
Group Term Life Insurance Cover			15,00,000
Employee Deposit Link Insurance Cover			7,05,000
Hospitalization Insurance for self (spouse & 2 dependent children)			2,00,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to 60 days Basic			
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

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

**CSS Corp Private Limited**

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 Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com

# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/P1  
M Kamali  
Chennai

June 01, 2021

Sub: Letter of Intent

Dear Kamali,

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  
GOWRIVAKKAM, 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)

<b>Name</b>	M Kamali
<b>Designation</b>	: Financial Associate
<b>Date of Joining</b>	: June 14,2021

Level:BI	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
<b>TOTAL RETIRAL</b>	<b>2,688.00</b>
<b>GROSS</b>	<b>15,229.00</b>
<b>CTC</b>	<b>17,917.00</b>
<b>CTC (PA)</b>	<b>2,15,004.00</b>

**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-600 072

**Global Content Transformation Private Limited**

Registered Office: Flat No. 36, 3rd Floor, Saikar 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 600098

July 12, 2021

Ms. Kamali K

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  
GOWRIYAKKAM, 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.

<b>Name</b>	<b>Kamali K</b>
<b>Title</b>	<b>Audit Assistant – Risk Advisory Services</b>
<b>Fixed Compensation</b>	<b>INR 230,400 per annum</b>
<b>Date of Joining</b>	

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  
GOWRIYAKKAM, CHENNAI-600 073.





**APPOINTMENT LETTER**

**Ms. KAMALI S**  
Chennai

Dear Kamali,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Junior Developer with Aventros Software Solutions.

**1. Date of Commencement:**

You will be joining our team on 14<sup>th</sup> June 2021 and your work schedule will be 40 hours per week. We look forward to seeing your positive impact on our projects.

**2. Salary Structure:**

Your starting salary will be 1,50,000 per year, and you will be eligible for other benefits such as health insurance, paid leave, and other benefits. We believe in rewarding our employees for their hard work and dedication to our company.

**3. Location:**

Your current location of employment shall be Chennai, India. However, Aventros Software Solutions reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

**4. Probationary Period:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which Aventros Software Solutions would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, Aventros Software Solutions may extend the probation period. If your performance is still found unsatisfactory, Aventros Software Solutions shall be entitled to terminate your services forthwith.

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





**5. Working Hours:**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law. The company reserves the right to alter/modify its working hours. In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

**6. Termination:**

In the event of resignation, you will be required to provide 90 days' notice in writing to your reporting manager. Similarly, the company may terminate your employment by providing you with 90 days' notice or salary in lieu of notice, subject to the terms of the employment contract.

**7. Code of Conduct:**

As a member of our team, we expect you to maintain the highest standards of professionalism and integrity. We encourage you to review this document carefully and ask questions if you have any concerns.

Please ensure that you submit all required documents, including your educational and professional certificates, ID proof, and any other relevant documents, on or before your joining date.

We are excited to welcome you to our team and look forward to seeing your contributions to our company's growth and success. If you have any questions or concerns, please do not hesitate to reach out to us.

Sincerely,

Sangeetha  
Associate Director - HRA

Accepted by Pameli on 10-6-21

*B. Kalpana*  
**PRINCIPAL**

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





# Utechforge

04-06-2020

To  
Mr. Kamesh D  
Chennai

Sub: Letter of Intent for Junior Analyst

Dear Kamesh,

Based on the results of On-Campus Interview you had with us, we are glad to inform you that, you have been hired by our organisation as a Junior Analyst. The organisation has chosen to provide you with a package of 2.2 LPA in terms of remuneration. Congratulations on your appointment on behalf of the entire organisation.

Your aptitude to solve problems has greatly impressed the higher officials, who have therefore chosen you to be our department's junior engineer. About the offer, you may begin working for the company on August 10th, a Monday.

Please read this letter carefully. If you have any questions, you may get in touch with us directly by sending an email to our company address.

Best of luck.

Sincerely,

HR Manager

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

**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,

Kanmani R,

**Appointment Letter**

Tamil Nadu.

Dear Kanmani,

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-600 071

ANNEXURE "A"

STATEMENT OF GROSS WAGES

Name : Kanmani R

Designation : Associate CS

	Salary Heads	Monthly	Annually
A	Basic + DA	6500	78000
B	HRA	2500	31200
C	Other Allowances	542	6498
<b>A+B+C = D</b>	<b>Fixed Pay</b>	<b>9542</b>	<b>115698</b>
E	Variable Pay	3556	42697
<b>D+E = F</b>	<b>Gross</b>	<b>13200</b>	<b>158395</b>
G	PF (Emp. Cont.)	845	10140
H	ESI (Emp. Cont.)	99	1188
I	PT	208	2500
<b>G+H+I = J</b>	<b>Total Deduction</b>	<b>1152</b>	<b>13828</b>
<b>F-J</b>	<b>Net Take Home</b>	<b>12047</b>	<b>144567</b>
K	P.F. (Empr. Cont.)	915	10985
L	ESI (Empr. Cont.)	429	5148
<b>K + L = M</b>	<b>Total (Empr. Cont.)</b>	<b>1344</b>	<b>16133</b>
<b>F+M = N</b>	<b>CTC</b>	<b>14544</b>	<b>174528</b>

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

# BIO ANALYTICAL SERVICES

## EMPLOYMENT OFFER

Ref No: BAS/2021/CI/059

Dear **KANNIAMMAL R,**

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

### Job Responsibilities:

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

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

### Joining Details:

Your starting date is 20<sup>th</sup> May 2021. Please report to Mr.Jagadeesan on your first day, who will provide you with an orientation and introduce you to your team members. Your work schedule will be 9.00 AM to 5.00 PM, and your work location will be Chennai.

### Code of Conduct:

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

### Salary Structure:

Your salary will be **20,000** per month. This will be paid in accordance with our payroll schedule, and you will be eligible for any bonuses or incentives that may be offered.

### Non-Disclosure:

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

*B. Kalpane*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600042

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

+044 63637089

bioanalytic@gmail.com



Date: 14-Dec-21

Dear Karanya B,

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.
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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  
GOWRIVAKKAM, CHENNAI-600 073.**

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

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

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
<b>Total Guaranteed Compensation (TGC)</b>		<b>18,833</b>	<b>2,26,000</b>
Variable Component			
<b>Variable Performance Pay**</b>			<b>24,000</b>
<b>Gross Cost to Company (CTC)</b>			<b>2,50,000</b>
Insurance Benefits			
Personal Accident Disability Insurance Cover			7,50,000
Personal Accident Death Insurance Cover			15,00,000
Group Term Life Insurance Cover			15,00,000
Employee Deposit Link Insurance Cover			7,05,000
Hospitalization Insurance for self (spouse & 2 dependent children)			2,00,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to 60 days Basic			
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

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

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

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



# MRK MICRO LAB

No. 143 / 25, Thenkarai, Tamil Nadu 625601

25 March 2021

To

**Karpagavalli M**

Department: B.Sc Micro Biology

College: Prince Shri Venkateshwara Arts and Science College

## Letter of Offer

Dear Karpagavalli,

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!

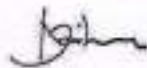
We are impressed by your qualifications and believe that your skills and experience will make a valuable contribution to our team. We offer a comprehensive training program that will provide you with the knowledge and skills you need to excel in this role. Our team of experienced professionals will provide 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:  
Karpagavalli M



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

✉ cre@microlabchennai.com

☎ +044-2624 2525



## SUTHERLAND

### PROVISIONAL OFFER LETTER

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

Dear Karthick B (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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

*B. Kalpana*  
**PRINCIPAL**  
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 Karthick M (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.

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- Pan Card- Mandatory to open bank account.
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Yours sincerely,

**Talent Acquisition  
Sutherland**

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

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

CONFIDENTIAL

Date: 17th March, 2021

Dear KARTHICK U,

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  
GOWRIYAKKAM, CHEINNAI - 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
<b>Total Compensation</b>	<b>3,00,000</b>

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 applied.

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

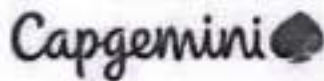


## Termination

- If you are absent from work for a period of 5 consecutive working days, without providing any notice or affording any reasons or not taking The Company's prior approval in this regard, The Company shall be entitled to forthwith terminate your employment without providing any notice or incurring any obligation or liability to pay any amount or dues to you. Further, in the event of such termination, you shall be liable to pay The Company an amount equivalent to your one (1) month's current gross salary. This shall not restrict The Company from claiming legal remedies available to it under the ordinary legal recourse. The Company shall be entitled to recover any additional damages from you in a manner that The Company may determine suitable in this regard.
- Notwithstanding anything mentioned in this Agreement, The Company may terminate your employment, with immediate effect by notice in writing (without salary in lieu of notice), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, or breach of integrity, or embezzlement, or misappropriation or misuse by you of The Company's property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or The Company Policy or other documents or directions of The Company, or irregularity in attendance, or your unauthorized absence from the place of work for more than five (5) working days, or closure of the business of The Company, or redundancy of your post in The Company, or upon you conducting yourself in a manner which is regarded by The Company as prejudicial to its own interests or to the interests of its clients and/or customers.
- Employees need to keep their salary information confidential and should not disclose it for any reason, other than as required for appropriate financial reporting purposes. Any unauthorized disclosure of confidential information by employees will lead to disciplinary action up to and including termination of employment.
- Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects etc.
- On acceptance of the resignation notice, you will be required to immediately give up to the company all correspondences, specifications, formulae, books, documents, market data, literature, drawings, effects or records, etc. belonging to the company or relating to its business and shall not make or retain any copies of these items.
- During the probation period your services can be terminated with seven days' notice on employers' side & 30 days' notice from employee's side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated with 30 days' notice from the employer's side & 60 days' notice from the employee's side.

*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, Airod MDC, 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: 1723885**

### **Letter of Intent ("LOI")**

Dear KARTHICKESAVAN D,

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

Upon joining Capgemini,

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

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1723885**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1723885**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1723885**

Thanking you,  
Yours Sincerely,  
For & On Behalf of Capgemini

**Tejinder Sethi**  
Head - Fresher Hiring

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

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## SUTHERLAND

### PROVISIONAL OFFER LETTER

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

Dear Karthikeyan | (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.

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

Yours sincerely,

**Talent Acquisition  
Sutherland**

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

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

10-Jun-2021

Dear KARTHIKEYAN R,

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

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

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

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

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



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

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

Best Regards,

*Subhashish Banerji*

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

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

# MAX MED LABORATORIES

## LETTER OF EMPLOYMENT

**Ms. KASTHURI P**  
Chennai

Dear Kasthuri,

We are extremely happy to offer you the position of Lab Technician in our company Max Med Laboratories. Your interview with us on 03-03-2021 was a very intriguing experience.

As a Medical Laboratory Technician, your primary responsibility will be to perform laboratory tests on patient samples and report accurate and timely results. You will be responsible for performing a variety of tests such as haematology, microbiology, and clinical chemistry, among others. Your work will be essential in helping healthcare providers diagnose and treat diseases.

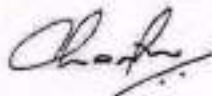
Your starting salary as a Lab Technician will be **Rs.1,05,000** per annum which will be provided monthly via online mode. According to the company's policy, we will provide you with certain health benefits; the company will also provide you will a transportation allowance and a laptop for the recording and tabulation of the observational charts.

Please note that your position is entirely based on a contract between you and the company which on ending can terminate your position in the company. If this job meets your terms and conditions, please send in a signed letter within **15-03-2021**, you may keep a copy of this letter for future reference. On receiving your signed letter, we will mail you the joining date.

We will be greatly delighted to have you on board, if you have any further queries, you can e-mail us at [maxmedhring@gmail.com](mailto:maxmedhring@gmail.com).

Thanking You,

Yours sincerely,



HR Manager

Candidate Signature: Kasthuri on 10.3.21

*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  
G Kausalya  
Chennai

June 01, 2021

Sub: Letter of Intent

Dear Kausalya,

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  
GOWRIVAKKAM, CHENNAI-600 073.

**Global Content Transformation Private Limited**

Registered Office: Flat No. 36, 3rd Floor, Salkar 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)

<b>Name</b>	G Kausalya
<b>Designation</b>	: Financial Associate
<b>Date of Joining</b>	: 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
<b>TOTAL RETIRAL</b>	<b>2,688.00</b>
<b>GROSS</b>	<b>15,229.00</b>
<b>CTC</b>	<b>17,917.00</b>
<b>CTC (PA)</b>	<b>2,15,004.00</b>

**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-600 072.

**Global Content Transformation Private Limited**

Registered Office: Flat No. 38, 3rd Floor, Sulkar Building, 79-80, Nehru Place, New Delhi - 110019, INDIA  
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/38 OMR,  
Seevaram, Seravani Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600095

# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/P1  
A Kavitha  
Chennai

June 01, 2021

**Sub: Letter of Intent**

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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**  
**GOWRIVAKKAM, CHENNAI-600 07**

**Global Content Transformation Private Limited**  
Registered Office: Flat No. 38, 3rd Floor, Salkar 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)

<b>Name</b>	A Kavitha
<b>Designation</b>	: Financial Associate
<b>Date of Joining</b>	: June 14,2021

Level:BI	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
<b>TOTAL RETIRAL</b>	<b>2,688.00</b>
<b>GROSS</b>	<b>15,229.00</b>
<b>CTC</b>	<b>17,917.00</b>
<b>CTC (PA)</b>	<b>2,15,004.00</b>

**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. 36, 3rd Floor, Salkar 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 600095



2 May, 2021

Kaviya K  
Chennai

Dear Kaviya,

Congratulations! We are happy to offer you the position of **Management Trainee - Sales** in our company, PickYourTrail. PickYourTrail is a travel technology company, which aims to change the way people experience vacations. We hope that your contribution will enable us to cross many frontiers together.

This Letter of Invitation includes Details of Compensation and Annexure as listed below:

Annexure 1: Terms and Conditions  
Annexure 2: Compensation Details

To accept this offer, please sign and return one copy of this offer letter and annexure and retain the other copy for your records. We request you to keep this offer letter confidential. In case you do not return the accepted and signed copy of this offer letter within 7 working days, the offer may stand withdrawn. The Company reserves the right to withdraw the offer made to you, before your acceptance, without providing any reasons to you.

Welcome to PickYourTrail Family! We wish you a long and fruitful career ahead. Yours

Sincerely,



Hari Ganapathy & Srinath Shankar  
Founder(s) - PickYourTrail

Kavya (KAVIYA)  
Acceptance Name

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

**ANNEXURE 2: Compensation Details**
**Compensation Package**

Salary Head		
Particulars	Annual Compensation	Monthly Compensation
<b>Fixed Component</b>		
Basic	108000	9000
HRA	54000	4500
Conveyance Allowance	20000	1667
Medical Allowance	15000	1250
Mobile Reimbursement	18000	1500
Internet Reimbursement	18000	1500
Special Allowance	15400	1283
Employer PF contribution (E)	21600	1800
<b>Fixed Component Total (A)</b>	<b>270000</b>	<b>22500</b>
<b>Variable Component ( Per Quarter)</b>		
Variable pay	115714	9643
<b>Variable Component Total (B)</b>	<b>115714</b>	<b>9643</b>
<b>Gross Component (A+B)= (C)</b>	<b>385714</b>	<b>9643</b>
<b>Deductions</b>		
Employee's Contribution PF	21600	1800
Professional Tax	2500	208
<b>Total Deductions (D)</b>	<b>24100</b>	<b>2008</b>
<b>Net Salary with Variable</b>	<b>340014</b>	<b>28335</b>
<b>Net Salary with W/O Variable</b>	<b>224300</b>	<b>18692</b>

[Note: Variable Pay will not be applicable during your probation period of 3 months]

**Basic:** This is a fixed monthly component of your salary and is taxable. It will not vary every month and is fixed for a particular period.

**HRA:** HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

**PKF Sridhar & Santhanam LLP**  
Chartered Accountants

Letter of Appointment

Ref/HR/App/Vls  
18<sup>th</sup> June 2021

**Mr. Kaviyarasu S**  
No: 1, Rajendra Cholan St,  
Chitlapakkam, Chennai 600064

Dear Mr. Kaviyarasu,

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 21<sup>st</sup> 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.

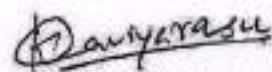
An amount of ₹1000 will be recovered from your Full & Final Settlement against Medical & Background Verification if the employment is terminated within 6 months of service.

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

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

# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/P1  
K Kayalvizhi  
Chennai

June 01, 2021

**Sub: Letter of Intent**

Dear Kayalvizhi,

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**  
**GOWRIVAKKAM, CHENNAI-600 073**

**Global Content Transformation Private Limited**

Registered Office: Flat No. 36, 3rd Floor, Sankar 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)

<b>Name</b>	K Kayalvizhi
<b>Designation</b>	: Financial Associate
<b>Date of Joining</b>	: 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
<b>TOTAL RETIRAL</b>	<b>2,688.00</b>
<b>GROSS</b>	<b>15,229.00</b>
<b>CTC</b>	<b>17,917.00</b>
<b>CTC (PA)</b>	<b>2,15,004.00</b>

**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-600 077

**Global Content Transformation Private Limited**

Registered Office: Flat No. 36, 3rd Floor, Setkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA  
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/98 OMR,  
Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096

**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,

Keerthana A,

**Appointment Letter**

Tamil Nadu.

Dear Keerthana,

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-600 077

ANNEXURE "A"

STATEMENT OF GROSS WAGES

**Name** : Keerthana A

**Designation** : Associate CS

	Salary Heads	Monthly	Annually
A	Basic + DA	6500	78000
B	HRA	2600	31200
C	Other Allowances	542	6498
<b>A+B+C = D</b>	<b>Fixed Pay</b>	<b>9642</b>	<b>115698</b>
E	Variable Pay	3556	42697
<b>D+E = F</b>	<b>Gross</b>	<b>13200</b>	<b>158395</b>
G	PF (Emp. Cont.)	845	10140
H	ESI (Emp. Cont.)	89	1108
I	PT	208	2500
<b>G+H+I = J</b>	<b>Total Deduction</b>	<b>1152</b>	<b>13828</b>
<b>F-J</b>	<b>Net Take Home</b>	<b>12047</b>	<b>144567</b>
K	P.F. (Empr. Cont.)	915	10985
L	ESI (Empr. Cont.)	429	5148
<b>K + L = M</b>	<b>Total (Empr. Cont.)</b>	<b>1344</b>	<b>16133</b>
<b>F+M = N</b>	<b>CTC</b>	<b>14544</b>	<b>174528</b>

  
**PRINCIPAL**  
 PRINCE SHRI VENKATESHWARA  
 ARTS AND SCIENCE COLLEGE  
 GOWRIVAKKAM, CHENNAI-600 977

**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,

Keerthana S,

**Appointment Letter**

Tamil Nadu.

Dear Keerthana,

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 6



**ANNEXURE "A"**

**STATEMENT OF GROSS WAGES**

**Name** : Keerthana S

**Designation** : Associate CS

	Salary Heads	Monthly	Annually
A	Basic + DA	8500	78000
B	HRA	2600	31200
C	Other Allowances	542	6498
<b>A+B+C = D</b>	<b>Fixed Pay</b>	<b>9642</b>	<b>115698</b>
E	Variable Pay	3558	42697
<b>D+E = F</b>	<b>Gross</b>	<b>13200</b>	<b>158395</b>
G	PF (Emp. Cont.)	848	10140
H	ESI (Emp. Cont.)	99	1188
I	PT	208	2500
<b>G+H+I = J</b>	<b>Total Deduction</b>	<b>1152</b>	<b>13828</b>
<b>F-J</b>	<b>Net Take Home</b>	<b>12047</b>	<b>144567</b>
K	P.F. (Empr. Cont.)	815	10985
L	ESI (Empr. Cont.)	429	5148
<b>K + L = M</b>	<b>Total (Empr. Cont.)</b>	<b>1344</b>	<b>16133</b>
<b>F+M = N</b>	<b>CTC</b>	<b>14544</b>	<b>174528</b>

*B. Kalpana*  
**PRINCIPAL**

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

17/11/2023  
 PRINCE SHRI VENKATESHWARA  
 ARTS AND SCIENCE COLLEGE  
 GOWRIVAKKAM, CHENNAI-600 077