



# S.K.BIOTECH

No.154/4, Silvaigiri Road, Senthapatti,  
Tamil Nadu 636110.  
04282 227371  
skbiotech@gmail.com

30th April 2021

## PROVISIONAL LETTER OF OFFER

To  
Krishnapriya A  
Prince Shri Venkateshwara Arts and Science College

Dear Krishnapriya,

Congratulations! With reference to the campus interview you had with us, we are pleased to offer you a position as Research Technician in the Chennai Office.

Your annual Compensation will be a sum of 1,50,000. The breakup of this will be provided on final offer letter.

Your first day of office will be June 02, 2021.

Note:

As an employee of S K Bio Tech, you are expected to abide by our Code of Conduct, which includes ethical behavior, honesty, respect for others, and compliance with all laws and regulations. You will also be required to sign a Non-Disclosure Agreement (NDA) to protect the confidential information of the company.

We require that you have a Bachelor's degree in a life science or a related field, and at least [Insert Years of Experience] of relevant experience in a laboratory environment. Additionally, you should have excellent attention to detail, strong analytical and problem-solving skills, and the ability to work independently and as part of a team.

We look forward to you joining our company.

Sincerely,

Priya Kamalesh  
Manager - HR

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



# SUTHERLAND

## PROVISIONAL OFFER LETTER

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

Dear Krishnaraj K (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*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 07

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

# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/P1  
D Krithiga  
Chennai

June 01, 2021

## Sub: Letter of Intent

Dear Krithiga,

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 & Colleges).
- 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-600 077

### 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 600095

APTARACORP.COM

# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

Name	D Krithiga
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
<b>TOTAL RETIRAL</b>	<b>2,688.00</b>
<b>GROSS</b>	<b>15,229.00</b>
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.

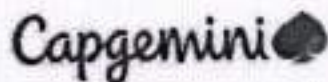
Jaya Chandran  
General Manager – Human Resources

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

**Global Content Transformation Private Limited**

Registered Office: Flat No. 36, 3rd Floor, Sakkar 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



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: 1723823**

### Letter of Intent ("LOI")

Dear Krithika B 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  
GOWRIVAKKAM, CHENNAI-600 077

## ANNEXURE 1

**Krithika B 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**

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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. 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:** 26-March-2021

Dear Kruthika N (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).
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- 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*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIVAKYAM, CHENNAI-600 073.**

This is digitally generated soft copy hence signature is not required

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

# MRK MICRO LAB

No. 143 / 25, Thenkarai, Tamil Nadu 625601

25 March 2021

To  
**Lakshmi A**  
Department: B.Sc Micro Biology  
College: Prince Shri Venkateshwara Arts and Science College

## Letter of Offer

Dear Lakshmi,

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!

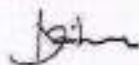
We are impressed by your qualifications and believe that your skills and experience will make a valuable contribution to our team. We offer a comprehensive training program that will provide you with the knowledge and skills you need to excel in this role. Our team of experienced professionals will provide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



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

✉ [cre@microlabchennai.com](mailto:cre@microlabchennai.com)

☎ +044-2624 2525





## APPOINTMENT LETTER

18 August, 2021

Dear **Lakshmi R 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-600 071

**ANNEXURE I**

<b>Name</b>	<b>Lakshmi R M</b>
<b>Designation</b>	<b>Processor</b>
<b>Date Of Joining</b>	<b>25 August, 2021</b>
<b>Level</b>	<b>AA</b>
<b>Basic</b>	<b>102054</b>
<b>House Rent Allowance</b>	<b>51027</b>
<b>Bonus</b>	<b>20411</b>
<b>WBP</b>	<b>51083</b>
<b>PF</b>	<b>18353</b>
<b>Gratuity</b>	<b>4909</b>
<b>ESI</b>	<b>7299</b>
<b>Target Cost To Company (per Annum)</b>	<b>255136</b>

\*\*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-600 077

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

# MAX MED LABORATORIES

## LETTER OF EMPLOYMENT

Ms. LAVANYA R  
Chennai

Dear Lavanya,

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 [maxmedhiring@gmail.com](mailto:maxmedhiring@gmail.com).

Thanking You,

Yours sincerely, . . . . .



HR Manager

Candidate Signature: Lavanya on 9-3-21

*B. Kalpana*  
**PRINCIPAL**

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



No 12/284, Pillayar Koll Street, Chinnu  
Koluthurancherry, Paraniyuthur, Chennai-  
600122 (Backside Of Chennai Bypass)



9797088410



maxmed@gmail.com



May 13, 2021

Lavanya M,  
Chennai

Invitation to join Hashtag Inc.

Dear Lavanya 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](mailto: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 Chiraag Kinger in black ink.

Chiraag Kinger  
Co-Founder

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



### Compensation Overview

Name: Lavanya 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	<b>Gross Salary</b>	<b>18,000.00</b>	<b>2,16,000.00</b>
B	<b>Less: Professional Tax</b>	<b>208.00</b>	<b>2,496.00</b>
C	<b>Net In-Hand Salary</b>	<b>17,792.00</b>	<b>2,13,504.00</b>

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

This is digitally generated soft copy hence signature is not required

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



## APPOINTMENT LETTER

**18 August, 2021**

Dear **Lawrence A,**

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-600 077

## ANNEXURE I

Name	Lawrence A
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
<b>Target Cost To Company (per Annum)</b>	<b>255136</b>

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



CONFIDENTIAL

Date: 17th March, 2021

Dear LEENA V,

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.

*To Leena*  
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
<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 made.

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI 600073.



## 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.





12-Feb-2021

Ms. Leonipriya S  
Mobile: 8903435782  
E Mail ID: leonnoep1414@gmail.com

Dear Leonipriya,

We are delighted to offer you the position of Executive at CaratLane Trading Private Limited. Your initial posting will be at Chennai.

As agreed during our discussions this offer is valid provided you accept this offer in writing by 20-Feb-2021 and join us on or before 03-May-2021. Under the terms of this offer:

- 1. Total Compensation:** As a regular full time, employee of the company your annual salary will be Rs.2,50,000 (Two Lakhs and fifty Thousand Only) and other benefits for Rs 11,513 (Eleven Thousand Five Hundred and Thirteen Only) Compensation will also be inclusive of your annual benefits such as the company's contribution to Provident Fund and Medical Reimbursement. A detailed break up of your salary is provided in Annexure A. All forms of compensation referred to in this letter are subject to deduction to reflect applicable withholding and payroll taxes.
- 2. Probation Period:** You will be on probation for a period of 6 months. Your services will be confirmed at the end of the probation period, based on your performance evaluation against key metrics as defined in the KRAs issued to you at the time of joining the company.
- 3. Notice Period:** During the period of probation, yourself or the Company has the right to terminate the services with a notice of 15 days in writing or basic salary in lieu of notice. Following probation, if either party wishes to terminate this agreement either, they may do so by giving the other party 30 days' notice or basic salary in lieu of notice. Your employment with the Company will be "at will," meaning that either you or the Company will be entitled to terminate your employment at any time and for any reason, with or without cause subject to requirements of applicable law. The Company reserves the right to terminate your service at any time without notice should you be guilty of misdemeanor, misconduct, negligence or any breach of the terms and conditions of this agreement.
- 4. Tax & Compliance:** It is your continuous responsibility to meet all requirements under Indian Tax Laws including tax compliance and filing of personal tax returns in respect of all payments paid to you during your employment with CaratLane Trading Pvt Ltd. Taxes on any payment made under this letter will be borne by you. The Company shall deduct tax at source and any payments under this letter that require such deduction to be made by the employer in accordance with the Indian Tax Laws.
- 5. Leave:** No employee is eligible for any leave in the first 3 months of employment. Every employee will be eligible for 21 working days of annual leave thereafter. Please refer the Leave Policy for more details.

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

Annexure - I

Name	Leonpriya S
Designation:	Executive
Location:	Chennai

Salary Components		Monthly	Annual
	Basic	10,417	125,000
	House Rent Allowance (HRA)	5,208	62,500
	Special Allowance	2,276	27,307
	Conveyance Allowance	-	-
	Medical Allowance	-	-
	Food Coupon*	-	-
	LTA*	-	-
	Communication Reimbursement*	-	-
	Fuel & Maintenance Reimbursement*	-	-
<b>A</b>	<b>Total Gross Per Month (GPM)</b>	<b>17,901</b>	<b>214,807</b>
<b>B</b>	<b>Employer's Contribution to PF</b>	<b>1,523</b>	<b>18,276</b>
	<b>Statutory Bonus</b>	<b>828</b>	<b>9,936</b>
	Employer's Contribution to ESI	582	6,981
<b>C</b>	<b>Annual Total Cost (ATC) - Total of A+B</b>	<b>20,834</b>	<b>250,000</b>
<b>Deductions</b>			
	Employee's Contribution to PF	1,523	18,276
	ESI	134	1,611
	Voluntary Provident Fund	-	-
	Food Coupon	-	-
	Professional Tax**	208	2,500
<b>D</b>	<b>Total Deductions</b>	<b>1,865</b>	<b>22,387</b>
	<b>Net Take Home (C - B - D)</b>	<b>16,035</b>	<b>192,420</b>
	Variable Payout (Quarterly Payout)	-	-
	<b>Cost to Company (CTC) : ATC + Variable Pay</b>	<b>20,833</b>	<b>250,000</b>
	GMC & GPA	458	5,500
	Gratuity	501	6,013
	<b>Total CTC</b>	<b>21,793</b>	<b>261,513</b>

\*Bills to be submitted to the Finance/HR Dept in January every year.

\*\*Subject to change as & when revised by authorities.

For CaratLane Trading Private Limited

Authorized Signatory

*Leonpriya S*  
Read & Accepted

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

18-03-2021

**Lilavathi M**  
Prince Shri Venkateshwara Arts and Science College  
Chennai

Dear Lilavathi,

We are delighted to offer you the position of **Cybersecurity Analyst** at Syрма Technology. We are confident that your experience and qualifications will make a significant contribution to our team.

As per our discussion, your job responsibilities will include:

- Conducting vulnerability assessments and penetration testing on our computer networks and systems
- Developing and implementing security protocols and procedures to safeguard company data and systems
- Monitoring and analyzing security events and incidents, and taking appropriate actions to mitigate risks
- Providing cybersecurity awareness training to employees
- Keeping up-to-date with the latest cybersecurity threats and trends

Your starting salary for this position will be **1,70,300** per annum. You will be eligible for standard company benefits, including health insurance, paid time off, and retirement benefits, subject to the terms and conditions of the company policy.

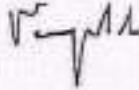
Your employment with us will begin on **20-05-2021**. You will be reporting to Mr. Sridharan, who will be your direct manager.


Before you join, we will require you to complete a background check and provide proof of your academic qualifications and previous employment.

We are excited to have you join our team and look forward to your contribution to our company's success. Please sign and return a copy of this letter as a token of your acceptance of our offer.

Congratulations on your new position.

Sincerely,

  
Venugopal Sivaraman  
HR Manager

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

Candidate Acceptance

  
Lilavathi M  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 071  
PH. No : 044 - 2276 0761

# SAMTECH SOLUTIONS

15-May-2022

Lithiyagrace S

Prince Shri Venkateshwara Arts and Science College

Dear Lithiyagrace,

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

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

Your start date will be **03-June-2022** and your employment status will be full-time, exempt.

**2. Compensation:**

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

Your starting salary will be [Salary Amount] per year, paid on a bi-weekly basis. You will also be eligible for an annual performance-based bonus, to be determined by the company.

**3. Benefits:**

We offer a comprehensive benefits package, including:

- Medical, dental, and vision insurance
- Paid time off (PTO) and holidays.
- Flexible spending accounts (FSAs)
- Employee assistance program (EAP)

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

**4. Job Duties and Responsibilities:**

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

- Developing and maintaining web applications and websites
- Collaborating with designers and other developers to create user-friendly, responsive web experiences
- Writing clean, efficient, and well-documented code
- Debugging and troubleshooting issues with web applications

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

# SAMTECH SOLUTIONS

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

## 5. Confidentiality and Non-Disclosure:

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

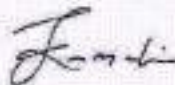
## 6. Termination:

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

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

We look forward to having you join our team.

Sincerely,



**Kannaki S**

**Manager - Human resources  
Samtech Solutions**

Agreed and Accepted by



**Lithiyagrace S**

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

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



CONFIDENTIAL

Date: 17th March, 2021

Dear LOKESHWARAN S,

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
<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 applicable.

*B. Lalpave*  
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.



**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,

Logeswari M,

**Appointment Letter**

Tamil Nadu.

Dear Logeswari,

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 "A"**

**STATEMENT OF GROSS WAGES**

**Name** : Logeswari M

**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	3558	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  
GGMPWAKKAM, CHEMNAL-600 07

CONFIDENTIAL  
Date: 17th March, 2021

Dear Lokesh S,

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.



### 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.

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- 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.





HR Ref No: VDARTOL215906

June 09, 2021

Dear Loshini. E,

Welcome to VDart Group!

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

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

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **June 16, 2021**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

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

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

Thanking you,

Yours faithfully,

Mohana Sundaram  
Assistant General Manager - HR

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



10-Jun-2021

Dear LOKESH 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
<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  
Executive Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 017



## APPOINTMENT LETTER

30 September, 2021

Dear **Lokesh K,**

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  
SIVAKKAM, CHENNAI-600 073.

## ANNEXURE I

Name	Lokesh K
Designation	Processor
Date Of Joining	4 October, 2021
Level	AA
Basic	102054
House Rent Allowance	51027
Bonus	20411
WBP	51083
PF	18353
Gratuity	4909
ESI	7299
<b>Target Cost To Company (per Annum)</b>	<b>255136</b>

\*\*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.

CONFIDENTIAL

Date: 17th March, 2021

Dear LOKESH S,

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. K. Prasad*  
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
<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.

*B. 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.



# Cognizant

## Letter of Intent (LOI)

Superset ID: 16394906

March 19, 2021

Dear Loshini E,

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

Your annual total remuneration will be INR 251,999/-. This includes an annual incentive target of INR 12,000/-. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

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

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

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

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

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

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt.

Ltd. Maya Sreekumar

Vice President - Human Resources

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



**Letter of Intent**

Dear Madesh Ram R,  
B.Com,  
Prince Shri Venkateshwara Arts and Science College

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

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

Acknowledge this mail on or before **April 22, 2021** to indicate your acceptance of this offer.

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

- a) Chennai
- b) Coimbatore

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

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

Feel free to write back to us for any clarifications.

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

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

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



Date: September 16, 2021

**Sub: Offer of Employment**

Dear Madhankumar,

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

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

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

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

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

**B. Appointment Details:**

Date of joining	September 20, 2021
Time of joining	1:00:00 PM

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

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

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

This offer is valid till September 20, 2021 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

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

Thanking You,

For Firstsource Solutions Limited



Shahul Karim  
SVP - Human Resources

Offer electronically accepted by: G, Medhan Kumar  
Offer electronically accepted on: Sep 16, 2021 8:03 PM  
Offer electronically accepted from: 27.62.16.104

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600002.

SHRI SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600002

# Scudder Medical Laboratory

21<sup>st</sup> January 2021

Madhu Priya P  
Chennai

Dear Madhu Priya P,

Thank you for exploring career opportunities with Scudder Medical Laboratory. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of Clinical Research Associate. You are entitled to an Annual Total Compensation of Rs. 1,05,000.

The other details about your compensation detailed in Compensation and Benefits. We are glad to also offer you one time Joining Bonus. Please refer Joining Bonus for further details.

Your appointment will be governed by the terms and conditions of employment presented in Employment Agreement. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Project Manager.

As a Clinical Research Associate, you will be responsible for managing clinical trials to ensure they meet regulatory requirements and are conducted ethically. Your responsibilities will include preparing trial protocols, monitoring participant safety, and communicating with investigators and sponsors.

16, Parama Street, Puthukudierupu,  
Nagarcotil, Tamil Nadu 626001

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESH  
ARTS AND SCIENCE COLLEGE  
BIRIVAKKAM, CHENNAI-600 077.  
04652 238878 scuddermedlab@yahoo.com

# Scudder Medical Laboratory

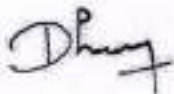
You are expected to join on or before 10<sup>th</sup> June 2021. You will receive a comprehensive training program, during which you will learn our company's standard operating procedures, trial protocols, and data management procedures.

We require that you have a Bachelor's degree in life sciences, healthcare, or related field. Additionally, you should have excellent communication and interpersonal skills and the ability to work independently and as part of a team.

If you accept this offer, please sign and return the enclosed copy of this letter by 30<sup>th</sup> January 2021, to indicate your acceptance of the terms of employment.

We look forward to having you as a part of our team and wish you all the best in your new role.

Sincerely,

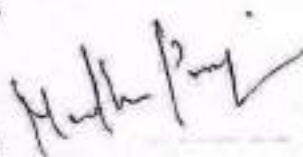


Dharuman

Director

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :



Date: 10.6.21

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



May 13, 2021

Madhupriya S,  
Chennai

Invitation to join Hashtag Inc.

Dear Madhupriya S,

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](mailto:hr@hashtaginc.co.in)] with any questions you may have.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read "Adithya S".

Adithya S  
Co-Founder

A handwritten signature in black ink, appearing to read "Chirag Kinger".

Chirag Kinger  
Co-Founder

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



### Compensation Overview

Name: Madhupriya S

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.

*[Handwritten signature]*

Authorised signatory

*S. Madhu Priya*  
Acceptance signature

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



12-Feb-2021

Ms. Magdelyn S  
Mobile: 9856234520  
E Mail ID: magdelyneng21@gmail.com

Dear Magdelyn,

We are delighted to offer you the position of Executive at CaratLane Trading Private Limited. Your initial posting will be at Chennai.

As agreed during our discussions this offer is valid provided you accept this offer in writing by 20-Feb-2021 and join us on or before 03-May-2021. Under the terms of this offer:

- 1. Total Compensation:** As a regular full time, employee of the company your annual salary will be Rs.2,50,000 (Two Lakhs and fifty Thousand Only) and other benefits for Rs 11,513 (Eleven Thousand Five Hundred and Thirteen Only) Compensation will also be inclusive of your annual benefits such as the company's contribution to Provident Fund and Medical Reimbursement. A detailed break up of your salary is provided in Annexure A. All forms of compensation referred to in this letter are subject to deduction to reflect applicable withholding and payroll taxes.
- 2. Probation Period:** You will be on probation for a period of 6 months. Your services will be confirmed at the end of the probation period, based on your performance evaluation against key metrics as defined in the KRAs issued to you at the time of joining the company.
- 3. Notice Period:** During the period of probation, yourself or the Company has the right to terminate the services with a notice of 15 days in writing or basic salary in lieu of notice. Following probation, if either party wishes to terminate this agreement either, they may do so by giving the other party 30 days' notice or basic salary in lieu of notice. Your employment with the Company will be "at will," meaning that either you or the Company will be entitled to terminate your employment at any time and for any reason, with or without cause subject to requirements of applicable law. The Company reserves the right to terminate your service at any time without notice should you be guilty of misdemeanor, misconduct, negligence or any breach of the terms and conditions of this agreement.
- 4. Tax & Compliance:** It is your continuous responsibility to meet all requirements under Indian Tax Laws including tax compliance and filing of personal tax returns in respect of all payments paid to you during your employment with CaratLane Trading Pvt Ltd. Taxes on any payment made under this letter will be borne by you. The Company shall deduct tax at source and any payments under this letter that require such deduction to be made by the employer in accordance with the Indian Tax Laws.
- 5. Leave:** No employee is eligible for any leave in the first 3 months of employment. Every employee will be eligible for 21 working days of annual leave thereafter. Please refer the Leave Policy for more details.

B. Kalpana  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 074



**Annexure - I**

Name	Magdelyn S
Designation:	Executive
Location:	Chennai

Salary Components		Monthly	Annual
	Basic	10,417	125,000
	House Rent Allowance (HRA)	5,208	62,500
	Special Allowance	2,276	27,307
	Conveyance Allowance	-	-
	Medical Allowance	-	-
	Food Coupon*	-	-
	LTA*	-	-
	Communication Reimbursement*	-	-
	Fuel & Maintenance Reimbursement*	-	-
<b>A</b>	<b>Total Gross Per Month (GPM)</b>	<b>17,901</b>	<b>214,807</b>
<b>B</b>	Employer's Contribution to PF	1,523	18,276
	Statutory Bonus	828	9,936
	Employer's Contribution to ESI	582	6,981
<b>C</b>	<b>Annual Total Cost (ATC) - Total of A+B</b>	<b>20,834</b>	<b>250,000</b>
<b>Deductions</b>			
	Employee's Contribution to PF	1,523	18,276
	ESI	134	1,611
	Voluntary Provident Fund	-	-
	Food Coupon	-	-
	Professional Tax**	208	2,500
<b>D</b>	<b>Total Deductions</b>	<b>1,866</b>	<b>22,387</b>
	<b>Net Take Home (C - B - D)</b>	<b>16,035</b>	<b>192,420</b>
	Variable Payout (Quarterly Payout)	-	-
	<b>Cost to Company (CTC) : ATC + Variable Pay</b>	<b>20,833</b>	<b>250,000</b>
	GMC & GPA	458	5,500
	Gratuity	501	6,013
	<b>Total CTC</b>	<b>21,793</b>	<b>261,513</b>

\*Bills to be submitted to the Finance/HR Dept in January every year.

\*\*Subject to change as & when revised by authorities.

For CaratLane Trading Private Limited

Authorized Signatory

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

# Cognizant

## Letter of Intent (LOI)

Superset ID: 16394943

March 19, 2021

Dear Mahalakshmi M,

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

Your annual total remuneration will be **INR 251,999/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

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

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

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

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

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

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources

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

# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/P1  
J Mahalakshmi  
Chennai

June 01, 2021

## Sub: Letter of Intent

Dear Mahalakshmi,

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-600 027

### 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	J Mahalakshmi
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
<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, Selkar 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

Date: September 13, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Mahalakshmi R

College: Prince Shri Venkateshwara Arts and science College

### OFFER OF EMPLOYMENT

Dear Mahalakshmi R,

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

During the initial training period of 12 months, your CTC including all benefits will be Rs.2,63,037/- as per the details mentioned in 'Annexure-1'.

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

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

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

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

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

### TERMS AND CONDITIONS

1. **Increments and Promotions**

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

2. **Overseas Deputation/International Assignment**

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

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

3. **Documents**

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

ANNEXURE-1

Name : Mahalakshmi R	Date : September 13, 2021	
Salary Grade : AT1		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		3,000
A. Base Salary (PA)	216,000	18,000
Annual Incentive	10,000	
B. Total Variable (PA)	10,000	
C. Total Target Cash (A+B)	226,000	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	6,773	
D. Retirals & Other Benefits	37,037	
Cost to Company (CTC) C+D	263,037	

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

**Date: 14-Dec-21**

**Dear Mahalakshmi 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.

*B. Kalpave*  
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.





May 03, 2021

Mahalakshmi K,  
Chennai

Invitation to join Hashtag Inc.

Dear Mahalakshmi K,  
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 Kothal [Phone: 7904960344; email: [hr@hashtaginc.co.in](mailto: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-600 073.



Compensation Overview

Name: Mahalakshmi K

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 signatory

**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 Malathy  
Chennai

June 01, 2021

## Sub: Letter of Intent

Dear Malathy,

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. 38, 3rd Floor, Selkar 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 Malathy
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
<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.

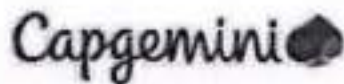
For Global Content Transformation Pvt Ltd.

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. 35, 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, Sarayana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096



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: 1723608**

### Letter of Intent ("LOI")

Dear Manikandan M,

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  
CHENNAI 600 033

## ANNEXURE 1

### Manikandan M 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

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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. 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:** 26-March-2021

**Dear Manikandan G (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**

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

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

10-Jun-2021

Dear MANJAMADEVI S,

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

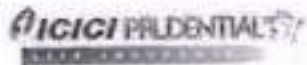
Components	Components Rs. Per annum
Basic	81,000
Supplementary Allowance	99,000
Employer's Contribution to PF	21,600
Statutory Bonus	7,000
Gratuity	3,894
Flexible Compensation Pay	57,506
<b>Total Fixed Pay</b>	<b>270000.00</b>

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

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

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





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

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

Best Regards,

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

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



# Scudder Medical Laboratory

21<sup>st</sup> January 2021

Manjula R  
Chennai

Dear Manjula R,

Thank you for exploring career opportunities with Scudder Medical Laboratory. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of Clinical Research Associate. You are entitled to an Annual Total Compensation of Rs. 1,05,000.

The other details about your compensation detailed in Compensation and Benefits. We are glad to also offer you one time Joining Bonus. Please refer Joining Bonus for further details.

Your appointment will be governed by the terms and conditions of employment presented in Employment Agreement. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Project Manager.

As a Clinical Research Associate, you will be responsible for managing clinical trials to ensure they meet regulatory requirements and are conducted ethically. Your responsibilities will include preparing trial protocols, monitoring participant safety, and communicating with investigators and sponsors.

16, Parama Street, Puthukudierupu,  
Nagercoil, Tamil Nadu 629001


04652 236878

scuddermedlab@yahoo.com

*B. Kalpana*

**PRINCIPAL**

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



# Scudder Medical Laboratory

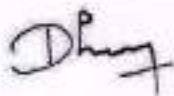
You are expected to join on or before 10<sup>th</sup> June 2021. You will receive a comprehensive training program, during which you will learn our company's standard operating procedures, trial protocols, and data management procedures.

We require that you have a Bachelor's degree in life sciences, healthcare, or related field. Additionally, you should have excellent communication and interpersonal skills and the ability to work independently and as part of a team.

If you accept this offer, please sign and return the enclosed copy of this letter by 30<sup>th</sup> January 2021, to indicate your acceptance of the terms of employment.

We look forward to having you as a part of our team and wish you all the best in your new role.

Sincerely,



Dharuman


Director

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: *manjula R*

Date: 10-6-21

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
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16, Parama Street, Puthukudierupu,  
Nagercoil, Tamil Nadu 629001

04652 236836

scuddermedlab@yahoo.com

**Letter of Intent**

Dear Manoj J S,  
B.Com,  
Prince Shri Venkateshwara Arts and Science College

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

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

Acknowledge this mail on or before **April 22, 2021** to indicate your acceptance of this offer.

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

- a) Chennai
- b) Coimbatore

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

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

Feel free to write back to us for any clarifications.

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

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

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

12-Feb-2021


Ms. Mari Selvi M  
Mobile: 8560242528  
E Mail ID: mariivil2000@gmail.com

Dear Mari,

We are delighted to offer you the position of Executive at CaratLane Trading Private Limited. Your initial posting will be at Chennai.

As agreed during our discussions this offer is valid provided you accept this offer in writing by 20-Feb-2021 and join us on or before 03-May-2021. Under the terms of this offer:

- 1. Total Compensation:** As a regular full time, employee of the company your annual salary will be Rs.2,50,000 (Two Lakhs and fifty Thousand Only) and other benefits for Rs 11,513 (Eleven Thousand Five Hundred and Thirteen Only) Compensation will also be inclusive of your annual benefits such as the company's contribution to Provident Fund and Medical Reimbursement. A detailed break up of your salary is provided in Annexure A. All forms of compensation referred to in this letter are subject to deduction to reflect applicable withholding and payroll taxes.
- 2. Probation Period:** You will be on probation for a period of 6 months. Your services will be confirmed at the end of the probation period, based on your performance evaluation against key metrics as defined in the KRAs issued to you at the time of joining the company.
- 3. Notice Period:** During the period of probation, yourself or the Company has the right to terminate the services with a notice of 15 days in writing or basic salary in lieu of notice. Following probation, if either party wishes to terminate this agreement either, they may do so by giving the other party 30 days' notice or basic salary in lieu of notice. Your employment with the Company will be "at will," meaning that either you or the Company will be entitled to terminate your employment at any time and for any reason, with or without cause subject to requirements of applicable law. The Company reserves the right to terminate your service at any time without notice should you be guilty of misdemeanor, misconduct, negligence or any breach of the terms and conditions of this agreement.
- 4. Tax & Compliance:** It is your continuous responsibility to meet all requirements under Indian Tax Laws including tax compliance and filing of personal tax returns in respect of all payments paid to you during your employment with CaratLane Trading Pvt Ltd. Taxes on any payment made under this letter will be borne by you. The Company shall deduct tax at source and any payments under this letter that require such deduction to be made by the employer in accordance with the Indian Tax Laws.
- 5. Leave:** No employee is eligible for any leave in the first 3 months of employment. Every employee will be eligible for 21 working days of annual leave thereafter. Please refer the Leave Policy for more details.

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

Annexure - I

Name	Mari Selvi M
Designation:	Executive
Location:	Chennai

Salary Components		Monthly	Annual
	Basic	10,417	125,000
	House Rent Allowance (HRA)	5,208	62,500
	Special Allowance	2,276	27,307
	Conveyance Allowance	-	-
	Medical Allowance	-	-
	Food Coupon*	-	-
	LTA*	-	-
	Communication Reimbursement*	-	-
	Fuel & Maintenance Reimbursement*	-	-
<b>A</b>	<b>Total Gross Per Month (GPM)</b>	<b>17,901</b>	<b>214,807</b>
<b>B</b>	<b>Employer's Contribution to PF</b>	<b>1,523</b>	<b>18,276</b>
	<b>Statutory Bonus</b>	<b>828</b>	<b>9,936</b>
	<b>Employer's Contribution to ESI</b>	<b>582</b>	<b>6,981</b>
<b>C</b>	<b>Annual Total Cost (ATC) - Total of A+B</b>	<b>20,834</b>	<b>250,000</b>
<b>Deductions</b>			
	Employee's Contribution to PF	1,523	18,276
	ESI	134	1,611
	Voluntary Provident Fund	-	-
	Food Coupon	-	-
	Professional Tax**	208	2,500
<b>D</b>	<b>Total Deductions</b>	<b>1,866</b>	<b>22,387</b>
	<b>Net Take Home (C - B - D)</b>	<b>16,035</b>	<b>192,420</b>
	Variable Payout (Quarterly Payout)	-	-
	<b>Cost to Company (CTC) : ATC + Variable Pay</b>	<b>20,833</b>	<b>250,000</b>
	GMC & GPA	458	5,500
	Gratuity	501	6,013
	<b>Total CTC</b>	<b>21,793</b>	<b>261,513</b>

\*Bills to be submitted to the Finance/HR Dept in January every year.

\*\*Subject to change as & when revised by authorities.

For CaratLane Trading Private Limited

Authorized Signatory

*M. Mari Selvi*  
Read & Accepted

*B. Kalpane*  
**PRINCIPAL**

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

2 May, 2021

Maria Difancy I  
Chennai

Dear Maria,

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

Maria Difancy MARIA DIFANCY  
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
<b>Employer PF contribution (E)</b>	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>	115714	9643
<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.