S.K.BIOTECH

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

17th July 2022

PROVISIONAL LETTER OF OFFER

To

Aarthi E

Prince Shri Venkateshwara Arts and Science College

Dear Aarthi,

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 August 03, 2022.

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. 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 - 600 073.

Thales Data Learning Pvt. Ltd

Date: 09-03-2020

Ms. Aarthi G
Chennai

Dear Aarthi G,

Subj: Letter of Offer

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

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

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

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 This offer will automatically be withdrawn if it is not accepted within 7 days, at which point it will be assumed that you are not interested in the position.

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

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

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

Thanking you,
Thales Data Learning Private Limited

Director

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

No.106/11, Krishna Nagar, 3rd Street, Tambaram West, Chennai - 600 045. M: 98841 00776

PKF Sridhar & Santhanam LLP
Chartered Accountants

Letter of Appointment

Ref/HR/App/Vis
3rd June 2022

Mr. Aashiq Ahmed M
No: 17/A, Bharathiyar St, Maraimalai Nagar,Thiruvotriyur 600019

Dear Mr. Aashiq,

We are pleased to appoint you as a member of the professional staff of PKF Sridhar and Santhanam LLP, Chartered Accountants on position of **"Trainee Analyst"** with effect from **20th June 2022.**

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

Your base location will be **Chennai.**

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

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

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

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

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

For **PKF Sridhar & Santhanam LLP,**
Chartered Accountants

Partner

PKF SRIDHAR & SANTHANAM LLP
Firm Regn. No: 003990S/S200018
CHENNAI

Employee Signature
B. Kalpana

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

HASH TAG INC.

Compensation Overview

Name: **Ajith S V** Title: **Graphic Design Associate**

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

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

Authorised signatory

Acceptance signature

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

HASH TAG INC.

May 10, 2022

Abinaya E,
Chennai

Invitation to join Hashtag Inc.

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

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

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

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

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

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

Yours sincerely,

Adithya S
Co-Founder

Chiraag Kinger
Co-Founder

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

HASH TAG INC

Compensation Overview

Name: **Abinaya E** Title: **Graphic Design Associate**

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

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

Authorised signatory

Acceptance signature

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

July 06,2022

Abinaya K
NO: 10, RAJAJI NAGAR,
CHENNAI-600073

Dear Abinaya,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited (here in after referred to as "Company")** as **Technician - GBS Engineering** in **Grade 22.** You will be working in **Night** shift and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Chennai, subject to change as deemed by the company . We look forward to having you on board on **July 17,2022** at 8.30am at our **Chennai office**. The address is:

Flextronics Technologies India Pvt. Ltd Global Business Services, 6th Floor, Campus 5, RMZ M. ınia Business Park,No. 143, Dr. MGR Road, Kandanchavadi, Chennai – 96.

Your Target Cash will be **INR 2,50,000/- per annum.** The enclosed annexure 1 would give you the breakup of your TTC. . Please note that this offer shall be valid subject to your clearing the Background verification check as per the Company's policies. As discussed, you will be issued a detailed appointment letter once you submit the provisional certificate from the college. Your employment will be governed by the terms of the appointment letter issued to you. The provisional certificate copy needs to be submitted within 3 months from the date of joining or 15 days from the announcement of results or date announced by the university thereof, whichever is earlier. You agree to sign an Undertaking at the time of joining & will have to abide by the terms mentioned in the same. You would be reporting to **Rajesh Kumar Rajappan, Manager - GBS Engineering** on the date of joining; reporting is subject to change post joining, if required.

Please bring along the original & 2 copies of the below documents with you on your date of joining:

1. Aadhaar Card Copy
2. Print out of this Offer letter.
3. Three passport size photographs (Formal Attire in White Background)
4. ID Proofs (Voter ID, Driving License, Passport, etc.)
5. PAN card details (Mandatory). If you have applied for a New PAN card, kindly provide copy of acknowledgement receipt that it has been applied.

We would appreciate your returning the duplicate copy of this offer letter with the annexure duly signed by you as a token of your acceptance. We look forward to having you on board with us at the earliest.

Thanking you,
For Flextronics Technologies (I) Pvt. Ltd.
Global Business Services

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

Yathi Venkatesh Human

Resources

flex

ANNEXURE 1

Name: Abinaya K
Designation: Technician - GBS Engineering
Grade: 22
Compensation Structure:

	Component	Annual (INR)	
A	Basic	69,630	Taxable Component
	House Rent Allowance	34,815	40% of Basic for Non Metro Cities 50% of Basic for Metro Cities
	Medical Reimbursement	15,000	Taxable Component
	Education Allowance	2,400	
	Conveyance	19,200	Taxable Component
	Special Allowance *	70,770	Taxable Component
	Other Allowance*	0	Taxable Component
	Cash Pay	**2,11,815**	
	Retirals		
B	P.F*	21,240	Employer Contribution
C	Gratuity		As per legislation
	CTC	**2,33,055**	
D	Target Bonus**	16,945	
	Total Target Cash	**2,50,000**	

ESIC and Gratuity would apply as per Government rules and laws. Employer contribution is over and above your TTC.

Flexible Benefits Plan:

Component	Maximum eligibility per annum	Criteria for claims
Gifts Card	Rs. 4,500/-	Annually
Meal Card	Rs. 26,400/-	Monthly

(*) – Please note that the above is not an additional component, it will be deducted from Special Allowance / Other Allowance. If cards are availed, then the cash portion of your salary will reduce to extent of cards chosen and PF contribution may change as per government regulations.

(**) – You are eligible to participate in the Flex Bonus Program and the target bonus is a percentage of your gross salary. Actual payout level is dependent upon company performance and in accordance with the bonus plan for your organization."

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

SUTHERLAND

June 06, 2022

Dear **Abinaya K,**

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 13, 2022** on the following terms and conditions.

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

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

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

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

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

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

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

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

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

Sutherland Global Services Private Ltd.
Annexure

Name of the Employee: Abinaya K
Designation: Associate-CS Internet
Date of Joining: June 13, 2022
Level: 1

Components	Rs. Per month	Rs. Per annum
FIXED PAY (A)		
Basic Salary	5,234.00	62,812.00
House Rent Allowance	2,617.00	31,406.00
Bonus	1,907.00	22,879.00
Medical Reimbursement	1,250.00	15,000.00
Special Allowance	3,197.00	38,366.00
SKILL BASED PAY (B)		
Skill Based Pay	750.00	9,000.00
Gross Salary (A + B)	14,955.00	179,463.00
PERFORMANCE INCENTIVE (C)		
Performance Incentive	2,750.00	24,750.00
STATUTORY BENEFITS AND INSURANCE (D)		
Employer's Contribution to PF	1,481.00	17,767.00
Gratuity	252.00	3,020.00
CTC (A + B + C + D)	18,750.00	225,000.00
Net Salary (Gross-PF-ESI)	13,363.00	160,350.00
Potential Earning (Net Salary + Performance Incentive)	16,113.00	185,100.00

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

VDart

HR Ref No: VDARTOL223568

June 13, 2022

Dear Abinaya,

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 20, 2022**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. Incase 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,

R. Mohana

MohanaSundaram
Assistant General Manager - HR

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

VDart

Annexure 1

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

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

* PT will be deducted once in six months

* Deductions may vary subject to change in statutory rules

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

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

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

Dev Systems

Ref No : Dev/Cam/115/82 **18.04.2022**

LETTER OF APPOINTMENT

Dear Abinaya R,

We are delighted to inform you that you have been selected for the position of Web Developer at **Dev Systems.** We were impressed with your skills and experience, and we believe that you will be a great asset to our team.

As we discussed during the interview process, your responsibilities will include:

- Developing and maintaining the company's website
- Creating and implementing new features and functionality
- Ensuring the website is mobile-friendly and responsive
- Working with the marketing team to optimize the website for SEO
- Troubleshooting and fixing bugs as needed
- You will be reporting to the Head of Development and working closely with other members of the development team.

Your starting date will be **15th June 2022**, and your office hours will be 40 Hours per week. You will be located at our office in **Chennai**. Please arrive on your first day with the necessary documentation for verification purposes.

Your salary for this position will be **2,20,000** per year, and you will receive benefits including following benefits.

Benefit A (Casual Leave of 12 days per Annum)
Benefit B (ESIC Coverage)
Benefit C (Health Insurance Coverage upto 2,00,000)

Please sign the enclosed copy of this letter and return it on or before 30.04.2022.

Sincerely,

HR Manager

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

Acceptance of Offer:

Abinaya R

14, Kannan Koil Street, Pattaravakkam, Chennai - 600 098, Tamil Nadu
Mobile : 70109 52337 | Email : devsys@gmail.com

Navia

LETTER OF APPOINTMENT

Date: 8th April 2022

Dear Abinaya T

Employee ID: 1896

Further to your application for employment, and the subsequent interviews you had with us, we are delighted to offer you a position **Executive - Online Sales Dept** with **Navia Markets LTD.**, on the following terms and condition:

1. Commencement of employment

Your employment will be effective from your date of joining, as on **1st - July - 2022**

2. Salary

Your Position will carry a CTC Compensation **Rs: 208957/- (Rs: Two lakh eight thousand nine hundred fifty seven only)** per annum, other details and benefits will be as set out in Annexure I, below.

3. Working Day/Hours

Monday to **Friday** the working hours are from **[09.00 AM] to [06.00 PM]** and on **Saturday [on 1st, 4th, & 5th]** the working hours are from **[10.00 AM] to [05.00 PM], 2nd and 3rd Saturday's** and **Sunday's** are **Leave/Holiday**.

The working hours are designed to meet and exceed customer requirement, if necessary the employee may be required to extend for additional hours depending on your responsibilities.

4. Leave/Holidays

You will be eligible for leave in accordance to leave policy.

5. Probation

You will be on probation for a period of **Three months** from the date of joining and the same will be reviewed at the end of three months. You will be confirmed in your appointment depending upon your performance and at the sole discretion of the Management.

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

Navia

LETTER OF APPOINTMENT

Date: 8th April 2022

Dear Abinaya T

Employee ID: 1896

Further to your application for employment, and the subsequent interviews you had with us, we are delighted to offer you a position **Executive – Online Sales Dept** with **Navia Markets LTD.**, on the following terms and condition:

1. Commencement of employment

Your employment will be effective from your date of joining, as on **1st – July - 2022**

2. Salary

Your Position will carry a CTC Compensation **Rs: 208957/- (Rs: Two lakh eight thousand nine hundred fifty seven only)** per annum, other details and benefits will be as set out in Annexure I, below.

3. Working Day/Hours

Monday to **Friday** the working hours are from **[09.00 AM] to [06.00 PM]** and on **Saturday [on 1st, 4th, & 5th]** the working hours are from **[10.00 AM] to [05.00 PM]. 2nd and 3rd Saturday's** and **Sunday's** are **Leave/Holiday.**

The working hours are designed to meet and exceed customer requirement, if necessary the employee may be required to extend for additional hours depending on your responsibilities.

4. Leave/Holidays

You will be eligible for leave in accordance to leave policy.

5. Probation

You will be on probation for a period of **Three months** from the date of joining and the same will be reviewed at the end of three months. You will be confirmed in your appointment depending upon your performance and at the sole discretion of the Management.

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

Navia markets Ltd

Your Salary Details are mentioned below as **Annexure I**

COMPENSATION SHEET		
Emp Name	Abinaya T	
Designation	Executive	
Department	Online Sales	
Date of Joining	1st - July - 2022	
Reporting Manager	Ms.Priyanka- Deputy Manager	
Salary Heads	**Monthly**	**Annually**
Basic	3000	36000
HRA	6750	81000
Special Allowance	5250	63000
Special Variable Allowance	**As Per "Decide Your Pay" (DYP) scheme.**	
Gross (A)	**15000**	**180000**
ESI Benefit @ 3.25% employer contribution	488	5850
PF-Employer contribution (12.5%)	1031	12375
Employer Contribution (C)	**1519**	**18225**
Paid leave (maximum limited to 12 days)[1]	500	6000
Annual Bonus (Monthly Basic) [2]	250	3000
Gratuity Benefit (4.81% of basic) [3]	144	1732
Total CTC (E)	**17413**	**208957**

Employee Contribution (B)	**1103**	**13230**
ESI Benefit @ 0.75% employee contribution	113	1350
PF-Employee contribution (12%)	990	11880
Net Amount (D = A-B)	**13898**	**166770**
Term Insurance (Sum Assured)	Rs. 2 Lakhs p.a	

Notes:

1. Paid leave can be enchased only if available at the end of the calendar year
2. The Annual bonus is provided for all confirmed employees and completed 6 months with the company
3. Gratuity benefit is provided where the employee resigns after providing continuous service for atleast 5 years.

For Tradeplus online brand of Navia Markets Ltd,

D ASHOK KUMER Digitally signed by D ASHOK KUMER Date: 2022.07.08 11:21:26 +05'30'

D.Ashok Kumer
Manager - Humana Resources

I have carefully read the above offer of appointment. I have also read and understood all the HR policies of the company and I willingly and unconditionally accept this offer on the terms and conditions mentioned therein and shall agree to abide by the same.

I shall report for duty on 1/7/2022

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

Place:
Chennai.

Signature

Navia

LETTER OF APPOINTMENT **Date: 8th April 2022**

Dear Abinaya V

Employee ID: 1887

Further to your application for employment, and the subsequent interviews you had with us, we are delighted to offer you a position **Executive – Online Sales Dept** with **Navia Markets LTD.,** on the following terms and condition:

1. Commencement of employment

Your employment will be effective from your date of joining, as on 1st - July - 2022

2. Salary

Your Position will carry a CTC Compensation **Rs: 208957/- (Rs: Two lakh eight thousand nine hundred fifty seven only)** per annum, other details and benefits will be as set out in Annexure I, below.

3. Working Day/Hours

Monday to **Friday** the working hours are from **[09.00 AM] to [06.00 PM]** and on **Saturday** [on 1st, 4th, & 5th] the working hours are from **[10.00 AM] to [05.00 PM], 2nd and 3rd Saturday's** and **Sunday's** are **Leave/Holiday.**

The working hours are designed to meet and exceed customer requirement, if necessary the employee may be required to extend for additional hours depending on your responsibilities.

4. Leave/Holidays

You will be eligible for leave in accordance to leave policy.

5. Probation

You will be on probation for a period of **Three months** from the date of joining and the same will be reviewed at the end of three months. You will be confirmed in your appointment depending upon your performance and at the sole discretion of the Management.

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

Navia

Your Salary Details are mentioned below as **Annexure I**

COMPENSATION SHEET		
Emp Name	Abinaya T	
Designation	Executive	
Department	Online Sales	
Date of Joining	1st - July - 2022	
Reporting Manager	Ms.Priyanka- Deputy Manager	
Salary Heads	**Monthly**	**Annually**
Basic	3000	36000
HRA	6750	81000
Special Allowance	5250	63000
Special Variable Allowance	**As Per "Decide Your Pay" (DYP) scheme.**	
Gross (A)	**15000**	**180000**
ESI Benefit @ 3.25% employer contribution	488	5850
PF-Employer contribution (12.5%)	1031	12375
Employer Contribution (C)	**1519**	**18225**
Paid leave (maximum limited to 12 days)[1]	500	6000
Annual Bonus (Monthly Basic)[2]	250	3000
Gratuity Benefit (4.81% of basic)[3]	144	1732
Total CTC (E)	**17413**	**208957**

Employee Contribution (B)	**1103**	**13230**
ESI Benefit @ 0.75% employee contribution	113	1350
PF-Employee contribution (12%)	990	11880
Net Amount (D = A-B)	**13898**	**166770**
Term Insurance (Sum Assured)	Rs. 2 Lakhs p.a	

Notes:

1. Paid leave can be enchased only if available at the end of the calendar year
2. The Annual bonus is provided for all confirmed employees and completed 6 months with the company
3. Gratuity benefit is provided where the employee resigns after providing continuous service for atleast 5 years.

For Tradeplus online brand of Navia Markets Ltd,

D ASHOK KUMER Digitally signed by D ASHOK KUMER Date: 2022.07.08 11:21:26 +05'30'

D.Ashok Kumer
Manager – Humana Resources

I have carefully read the above offer of appointment. I have also read and understood all the HR policies of the company and I willingly and unconditionally accept this offer on the terms and conditions mentioned therein and shall agree to abide by the same.

I shall report for duty on 1/7/2022

Signature

Place:
Chennai.

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

April 18, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Abish Iswarya,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program.** You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

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

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of

Navia

Your Salary Details are mentioned below as **Annexure I**

COMPENSATION SHEET		
Emp Name	Abinaya V	
Designation	Executive	
Department	Online Sales	
Date of Joining	1st - July - 2022	
Reporting Manager	Ms.Priyanka- Deputy Manager	
Salary Heads	**Monthly**	**Annually**
Basic	3000	36000
HRA	6750	81000
Special Allowance	5250	63000
Special Variable Allowance	**As Per "Decide Your Pay" (DYP) scheme.**	
Gross (A)	**15000**	**180000**
ESI Benefit @ 3.25% employer contribution	488	5850
PF-Employer contribution (12.5%)	1031	12375
Employer Contribution (C)	**1519**	**18225**
Paid leave (maximum limited to 12 days)[1]	500	6000
Annual Bonus (Monthly Basic) [2]	250	3000
Gratuity Benefit (4.81% of basic) [3]	144	1732
Total CTC (E)	**17413**	**208957**

Employee Contribution (B)	**1103**	**13230**
ESI Benefit @ 0.75% employee contribution	113	1350
PF-Employee contribution (12%)	990	11880
Net Amount (D = A-B)	**13898**	**166770**
Term Insurance (Sum Assured)	Rs. 2 Lakhs p.a	

Notes:

1. Paid leave can be enchased only if available at the end of the calendar year
2. The Annual bonus is provided for all confirmed employees and completed 6 months with the company
3. Gratuity benefit is provided where the employee resigns after providing continuous service for atleast 5 years.

For Tradeplus online brand of Navia Markets Ltd,

D ASHOK KUMER Digitally signed by D ASHOK KUMER Date: 2022.07.08 09:31:48 +0530

D.Ashok Kumer
Manager – Humana Resources

I have carefully read the above offer of appointment. I have also read and understood all the HR policies of the company and I willingly and unconditionally accept this offer on the terms and conditions mentioned therein and shall agree to abide by the same.

I shall report for duty on 1/7/2022.

Place:
Chennai.

Abinaya .V
Signature

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

Dev Systems

Ref No : Dev/Cam/115/34 **18.04.2022**

LETTER OF APPOINTMENT

Dear Adhulya F,

We are delighted to inform you that you have been selected for the position of Web Developer at **Dev Systems.** We were impressed with your skills and experience, and we believe that you will be a great asset to our team.

As we discussed during the interview process, your responsibilities will include:

- Developing and maintaining the company's website
- Creating and implementing new features and functionality
- Ensuring the website is mobile-friendly and responsive
- Working with the marketing team to optimize the website for SEO
- Troubleshooting and fixing bugs as needed
- You will be reporting to the Head of Development and working closely with other members of the development team.

Your starting date will be **15th June 2022**, and your office hours will be 40 Hours per week. You will be located at our office in **Chennai**. Please arrive on your first day with the necessary documentation for verification purposes.

Your salary for this position will be **2,20,000** per year, and you will receive benefits including following benefits.

Benefit A (Casual Leave of 12 days per Annum)
Benefit B (ESIC Coverage)
Benefit C (Health Insurance Coverage upto 2,00,000)

Please sign the enclosed copy of this letter and return it on or before 30.04.2022.

Sincerely,

HR Manager

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

Acceptance of Offer:

Adhulya F

14, Kannan Koil Street, Pattaravakkam, Chennai - 600 098, Tamil Nadu
Mobile : 70109 52337 | Email : devsys@gmail.com

SUTHERLAND

June 06, 2022

Dear **Afrose Nisha J P,**

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 13, 2022** on the following terms and conditions.

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

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

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

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

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

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

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

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

B. Kalpana

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

HASH TAG INC.

May 10, 2022

Ajith S V,
Chennai

Invitation to join Hashtag Inc.

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

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

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

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

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

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

Yours sincerely,

Adithya S
Co-Founder

Chiraag Kinger
Co-Founder

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

SUTHERLAND

June 14, 2022

Dear **Aishwarya G,**

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate–CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 17, 2022** on the following terms and conditions.

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

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

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

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

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

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

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

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

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

Sutherland Global Services Private Ltd.
Annexure

Name of the Employee: Aishwarya G
Designation: Associate-CS Internet
Date of Joining: June 17, 2022
Level: 1

Components	Rs. Per month	Rs. Per annum
FIXED PAY (A)		
Basic Salary	5,234.00	62,812.00
House Rent Allowance	2,617.00	31,406.00
Bonus	1,907.00	22,879.00
Medical Reimbursement	1,250.00	15,000.00
Special Allowance	3,197.00	38,366.00
SKILL BASED PAY (B)		
Skill Based Pay	750.00	9,000.00
Gross Salary (A + B)	14,955.00	179,463.00
PERFORMANCE INCENTIVE (C)		
Performance Incentive	2,750.00	24,750.00
STATUTORY BENEFITS AND INSURANCE (D)		
Employer's Contribution to PF	1,481.00	17,767.00
Gratuity	252.00	3,020.00
CTC (A + B + C + D)	18,750.00	225,000.00
Net Salary (Gross-PF-ESI)	13,363.00	160,350.00
Potential Earning (Net Salary + Performance Incentive)	16,113.00	185,100.00

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

CADMAXX

OFFER LETTER

Ref : CADMAXX/HR/3024/2022

Ms Aishwarya P **Date: 17th February 2022**
Channai.

Congratulations!! We refer to your application for the post **Associate** and subsequent interview you had with us. We are pleased to offer the above-mentioned post with following terms and conditions.

Terms and conditions:

1. The offer is for the post of **Associate.**
2. Remuneration will be **Rs. 14300/- (Fourteen Thousand Three hundred Only)** per month consolidated, subject to taxation as per laws, At Present there is a deduction of 10% TDS.
3. You are expected to report for duty by **18th February 2022.**
4. You have to abide all the rules and regulation of **M/s Cadmaxx Solutions Pvt Ltd, Chennai.** Any violations of company policies, misconduct constitute grounds for immediate dismissal.
5. The present work location will be **Chennai.** If needed you should be ready to relocate to any other location based on client requirements and assignments.
6. This contract is purely based on the project work specific in nature.
7. For Resignation - Notice period of one month should be served.
8. You should sign a standard non-disclosure agreement regarding confidentially of the company information.
9. You shall submit a copy of following documents at the time of joining.
    a. Relieving Letter / Resignation acceptance letter from previous employer.
    b. Certificates / Proof of qualifications and date of birth,
    c. Passport size photographs (2)
    d. Proof of PAN Number/PAN card.
10. This Offer is subject to you being found medically fit to take up this job.
11. As a token of acceptance please sign the duplicate copy of this letter and return to us on or before **18th February 2022.**

If any of the above requirements i.e. submission of documents are not complied within the time lines specified herein, this offer would stand withdrawn at the sole discretion of the Management.

CADMAXX Digitally signed by Bandu G. S. , Director Operations Date: 2022.02.17 12:15:06 +05'30'

Cadmaxx Solutions Pvt. Ltd.,

2095, 5th Main, 9th Cross, R.P.C. Layout,
Vijayanagar, Bangalore-560 104. Ph : +91-80-
41270467 / 2314615 www.cadmaxx.com

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

MSME National Award Winner

Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/B1
Aishwarya R
Chennai

June 03, 2022

Sub: Letter of Intent

Dear Aishwarya R,

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 08, 2022** 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.**

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

Jaya Chandran
General Manager – Human Resource

Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

Name		R Aishwarya
Designation	:	Financial Associate
Date of Joining	:	June 08,2022

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

Note:

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

For **Global Content Transformation Pvt Ltd.**

Jaya Chandran
General Manager – Human Resources

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE

Capgemini

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: 1853021

Letter of Intent ("LOI")

Dear Ajay K,

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.

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

Upon joining Capgemini,

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

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1853021**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1853021**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1853021**

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

Tejinder Sethi
Head - Fresher Hiring

B. Kalyani

This is a system generated document and does not need a signature

May 10, 2022

Ajith S V,
Chennai

Invitation to join Hashtag Inc.

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

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

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

Enclosed you will find:

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

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

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

Yours sincerely,

Adithya S
Co-Founder

Chiraag Kinger
Co-Founder

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

HASH TAG INC.

Compensation Overview

Name: Ajith S V

Title: Graphic Design Associate

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

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

Authorised signatory

Acceptance signature

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

CADMAXX

OFFER LETTER

Ref : CADMAXX/HR/3024/2022

Ms Akhila M V **Date: 17th February 2022**
Channai.

Congratulations!! We refer to your application for the post **Associate** and subsequent interview you had with us. We are pleased to offer the above-mentioned post with following terms and conditions.

Terms and conditions:

1. The offer is for the post of **Associate.**
2. Remuneration will be **Rs. 14300/- (Fourteen Thousand Three hundred Only)** per month consolidated, subject to taxation as per laws, At Present there is a deduction of 10% TDS.
3. You are expected to report for duty by **18th February 2022.**
4. You have to abide all the rules and regulation of **M/s Cadmaxx Solutions Pvt Ltd, Chennai.** Any violations of company policies, misconduct constitute grounds for immediate dismissal.
5. The present work location will be **Chennai.** If needed you should be ready to relocate to any other location based on client requirements and assignments.
6. This contract is purely based on the project work specific in nature.
7. For Resignation - Notice period of one month should be served.
8. You should sign a standard non-disclosure agreement regarding confidentially of the company information.
9. You shall submit a copy of following documents at the time of joining.
    a. Relieving Letter / Resignation acceptance letter from previous employer.
    b. Certificates / Proof of qualifications and date of birth,
    c. Passport size photographs (2)
    d. Proof of PAN Number/PAN card.
10. This Offer is subject to you being found medically fit to take up this job.
11. As a token of acceptance please sign the duplicate copy of this letter and return to us on or before **18th February 2022.**

If any of the above requirements i.e. submission of documents are not complied within the time lines specified herein, this offer would stand withdrawn at the sole discretion of the Management.

CADMAXX Digitally signed by Bandu G. S. , Director Operations Date: 2022.02.17 12:15:06 +05'30'

B. Kalpana

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

Cadmaxx Solutions Pvt. Ltd.,

2095, 5th Main, 9th Cross, R.P.C. Layout, Vijayanagar, Bangalore-560 104. Ph : +91-80-41270467 / 2314615 www.cadmaxx.com CIN :

MSME National Award Winner

Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/B1
Akila A
Chennai

June 03, 2022

Sub: Letter of Intent

Dear Akila A,

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 08, 2022** 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.**

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

Jaya Chandran
General Manager – Human Resource

Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

Name		Akila A
Designation	:	Financial Associate
Date of Joining	:	June 08,2022

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

Note:

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

For **Global Content Transformation Pvt Ltd.**

Jaya Chandran
General Manager – Human Resources

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

HRD/ 1002356892/21-22

April 13, 2022

Mr. Akilan Rameshkumar
No: 4, Perumal nagar,
Zamin Pallavaram,
Chennai-600117
India

Ph: +91- 9445301086

Dear Akilan,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **12-Sep-2022.**

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

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GOWRIVAKKAM, CHENNAI-600 073.

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HRD/2T/ 1002356892/21-22

April 13, 2022

Mr. Akilan Rameshkumar
No: 4, Perumal nagar,
Zamin Pallavaram,
Chennai-600117
India

Ph: +91- 9445301086

Dear Akilan,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.04.13 10:24:03 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

Date: April 25, 2022

OFFER & APPOINTMENT LETTER

To,
Akilandeshwari S

Dear Akilandeshwari,

We are glad to inform you that, upon acceptance of this offer, you will be appointed as **Social Media Specialist (Chennai)** as per terms and conditions discussed and agreed upon as under:

1. You are expected to join Social Beat on or before June 06, 2022 and your appointment will be effective from the date of your joining.

2. Your monthly salary and annual salary details are included as an Annexure 1 to this letter. Your annual CTC will be ₹ **385600** which includes an annual bonus of ₹ **28000** payable at the completion of a year.

3. **Induction:** You will undergo a 2-3 day induction/training to familiarize you with the various services/solutions of Social Beat

4. Your future increments or promotion or any other salary increase shall be based on merit/grades considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

5. You will be on probation for a period of three months during which the leave policy will not be applicable. After successful completion of your probation, your services as a permanent Team Member will be confirmed in writing. You are eligible to avail 1 leave per month during your probation, which is a part of your Annual Leave Balance.

6. You may end your employment by giving two months' notice (for confirmed Team Members) or 30 days of notice (for Team Members on probation), or Social Beat may terminate your employment by giving you 15 days' notice, in lieu thereof. Team Members on probation can have their service terminated by Social Beat without any prior notice. You are eligible to avail 1 leave per month during your notice period, which is a part of your Annual Leave Balance
    i. During the notice period, you will ensure that all the assigned work has been completed / handed over to the satisfaction of Social Beat before you are

15. Dec 22

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GOWRIVAKKAM, CHENNAI - 600 073.

relieved. The decision on the date on which you will be relieved rests solely with Social Beat. In case you terminate your employment before the expiry of the period of the contract, you will be expected to seek and source anotherindividual to provide the services you render Social Beat.

II. Social Beat reserves the right to terminate your services without notice for anyof the reasons stated below after giving you a 3-day show cause notice:
   a. Breach of Social Beat's standards with respect to integrity, ethics, honesty, sincerity and loss of confidence.
   b. Failure to follow Social Beat's rules and regulations.
   c. Failure to work up to the Management satisfactory level as agreed by the candidate in three months' time from the date of appointment.

III. Any false or misrepresented information or any willfully suppressed material information.

IV. Guilty in respect of moral turpitude or of dishonesty in dealing with Social Beat's material, documents or theft or misappropriation regardless of the value involved

V. Gross negligence or carelessness or inefficiency in performing your duties.

VI. Inefficiency and carelessness or misconduct, or actions against the interest of Social Beat willfully or due to negligence, oversight or ignorance of Social Beat's policies and procedures.

VII. Over staying leave

VIII. Being sick leading to an inability to perform duties adequately.

7. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on a full or part-time basis without prior permission of Social Beat in writing. Any contravention of this condition will entail the termination of your services from Social Beat.

8. You will keep Social Beat informed of any change in your residential address that may happen during the course of employment of your service with the organization.

9. Non-disclosure: All documents, programs, code, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence, etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated confidentially. You shall not utilize them for your own use or disclose to other persons during or after your employment. You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during or post course of employment.

10. During the course of employment with Social Beat, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about vendors, financials, products, know-products/business events and business plans and business secrets and other information concerning the products / business of the organization, hereinafter

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called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during or post course of employment.

Annexure 1: Cost to Social Beat

Name	Akilandeshwari S	
Position	Social Media Specialist	
Expected DoJ	June 06, 2022	
Component	Monthly	Annual
Basic	₹15000	₹180000
HRA	₹6000	₹72000
Conveyance	₹1600	₹19200
Special	₹5400	₹64800
Sub Total (A)	**₹28000**	**₹336000**
Annual Bonus		₹28000
Sub Total (B)	₹0	**₹28000**
Employer PF Contribution (12%)	**₹1800**	**₹21600**
Employer ESI Contribution (3.25%)	**₹0**	**₹0**
Sub Total (C)	**₹1800**	**₹21600**
Total	**₹29800**	**₹385600**

In addition you are eligible for a Group Health Insurance Coverage of 2 Lakh INR

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GOWRIVAKKAM, CHENNAI - 600 073.

HRD/ 1002271069/21-22

April 20, 2022

Ms. Akshaya Parivendan
No.2 Raghavendra Nagar
Kavangarai, Puzhal
Chennai - 600066
India

Ph: +91- 9551776808

Dear Akshaya,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Nov-2022.**

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

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ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 073.

Infosys
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HRD/2T/ 1002271069/21-22

April 20, 2022

Ms. Akshaya Parivendan
No.2 Raghavendra Nagar
Kavangarai, Puzhal
Chennai - 600066
India

Ph: +91- 9551776808

Dear Akshaya,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.04.20 19:24:34 IST
Reason: Digitally Signed
Location: Bangalore

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

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

Capgemini

Capgemini Technology Services India Limited
(Formerly known as iGATE Global Solutions Limited)
3 1, 1F & 2, Rajiv IDC, Dhana - Bellary Road,
Devanahalli, Karnataka, India
Tel. : 91 22 7111 4233 | Fax : 91 22 7111 2121
www.capgemini.com/in

Superset ID: 1853021

Letter of Intent ("LOI")

Dear Akshaya P,

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

ANNEXURE 1

Akshaya P
Associate and A3

You will be under probation for six (6) months from yourdate of joining Capgemini. During this period,your all-inclusive annual target compensation (on a cost to company basis) willbe **INR2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only). Subsequent to your successful completion of trainingand probation, your all-inclusive annual target compensation (on a cost to companybasis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only).** On completion of 1 yearof service from your date of joining, you will receive a fixed incentive of **INR25,000 (Rupees Twenty-Five thousand only)**

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

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

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

Dev Systems

Ref No : Dev/Cam/115/86 **18.04.2022**

LETTER OF APPOINTMENT

Dear Akshayakumar M,

We are delighted to inform you that you have been selected for the position of Web Developer at **Dev Systems.** We were impressed with your skills and experience, and we believe that you will be a great asset to our team.

As we discussed during the interview process, your responsibilities will include:

- Developing and maintaining the company's website
- Creating and implementing new features and functionality
- Ensuring the website is mobile-friendly and responsive
- Working with the marketing team to optimize the website for SEO
- Troubleshooting and fixing bugs as needed
- You will be reporting to the Head of Development and working closely with other members of the development team.

Your starting date will be **15th June 2022**, and your office hours will be 40 Hours per week. You will be located at our office in **Chennai**. Please arrive on your first day with the necessary documentation for verification purposes.

Your salary for this position will be **2,20,000** per year, and you will receive benefits including following benefits.

Benefit A (Casual Leave of 12 days per Annum)
Benefit B (ESIC Coverage)
Benefit C (Health Insurance Coverage upto 2,00,000)

Please sign the enclosed copy of this letter and return it on or before 30.04.2022.

Sincerely,

HR Manager

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

Acceptance of Offer:

Akshayakumar M

14, Kannan Koil Street, Pattaravakkam, Chennai - 600 098, Tamil Nadu
Mobile : 70109 52337 | Email : devsys@gmail.com

netrocon digital

March 17, 2022

Akula Hari Sesha Priyaa
4/224,Sannathi Street,
Mela Veedhi,
Mayiladuthurai,609001

Dear Akula Hari Sesha Priyaa,

Sub: Offer for the post of Business Development Associate

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

You will be eligible for a salary of **Rs. 2,20,000**/- per annum. You will be on probation for the first 3 months and after 3 months based on your performance you will be confirmed for a fulltime position.

As agreed by you, you are requested to join us on **1st June 2022.**

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

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

Thanking you,

Yours truly,

For **Netrocon Digital,**

Shirley Vincent.
Director

Accepted
Date of Joining: 01/06/2022

Akula Hari Sesha Priyaa

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

VDart

HR Ref No: VDARTOL223529

June 13, 2022

Dear Alice Jenova,

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 20, 2022**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. Incase 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,

R. Mohan

MohanaSundaram
Assistant General Manager - HR

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

VDart

Annexure 1

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

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

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

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

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

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

GOWRIVAKKAM, CHENNAI-600 07

Dev Systems

Ref No : Dev/Cam/115/89 **18.04.2022**

LETTER OF APPOINTMENT

Dear Anand B S,

We are delighted to inform you that you have been selected for the position of Web Developer at **Dev Systems**. We were impressed with your skills and experience, and we believe that you will be a great asset to our team.

As we discussed during the interview process, your responsibilities will include:

- Developing and maintaining the company's website
- Creating and implementing new features and functionality
- Ensuring the website is mobile-friendly and responsive
- Working with the marketing team to optimize the website for SEO
- Troubleshooting and fixing bugs as needed
- You will be reporting to the Head of Development and working closely with other members of the development team.

Your starting date will be **15th June 2022**, and your office hours will be 40 Hours per week. You will be located at our office in **Chennai**. Please arrive on your first day with the necessary documentation for verification purposes.

Your salary for this position will be **2,20,000** per year, and you will receive benefits including following benefits.

Benefit A (Casual Leave of 12 days per Annum)
Benefit B (ESIC Coverage)
Benefit C (Health Insurance Coverage upto 2,00,000)

Please sign the enclosed copy of this letter and return it on or before 30.04.2022.

Sincerely,

HR Manager

Acceptance of Offer:

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

Anand B S

14, Kannan Koil Street, Pattaravakkam, Chennai - 600 098, Tamil Nadu
Mobile : 70109 52337 | Email : devsys@gmail.com

CONNEQT

Company Confidential

10th February'22

Anandhi S
Chennai

Dear Anandhi

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Conneqt Business Solutions Limited** Offices / Centre for a period of **12** Months from Date of Joining. You shall report to the training on or before **10th February'22** failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be **Chennai.** You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim what so ever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the ru regulations and expectations of the company, your training will be discontinued without any notice payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned grid.

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE

HEXAWARE

Letter of Intent

April 06, 2022
S.Anandhi
Prince Shri Venkateshwara Arts and Science College, Chennai

Dear S.Anandhi,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining. In the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to campusconnect@hexaware.com

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

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

CONNEQT

Company Confidential

Component	Amount (Rs.) Per Month
A. BASIC STIPEND	13300.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5% of the Basic Stipend)	700.00
C. GROSS STIPND (A + B)	14000.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training, you will be paid Stipend of **Rs. 13300.00** per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice - Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards.

For Conneqt Business Solutions Limited.

Tony Jacob Joseph
Associate Vice President – Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature: Anandhi

Name: Anandhi. S
Date: 10.8.22

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

SOCIAL BEAT
SOI Driven Digital Marketing

BANGALORE | CHENNAI | GURUGRAM | MUMBAI

Date: April 25, 2022

OFFER & APPOINTMENT LETTER

To,
Anburaj R

Dear Anburaj,

We are glad to inform you that, upon acceptance of this offer, you will be appointed as **Social Media Specialist (Chennai)** as per terms and conditions discussed and agreed upon as under:

1. You are expected to join Social Beat on or before June 06, 2022 and your appointment will be effective from the date of your joining.

2. Your monthly salary and annual salary details are included as an Annexure 1 to this letter. Your annual CTC will be ₹ **385600** which includes an annual bonus of ₹ **28000** payable at the completion of a year.

3. **Induction:** You will undergo a 2-3 day induction/training to familiarize you with the various services/solutions of Social Beat

4. Your future increments or promotion or any other salary increase shall be based on merit/grades considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

5. You will be on probation for a period of three months during which the leave policy will not be applicable. After successful completion of your probation, your services as a permanent Team Member will be confirmed in writing. You are eligible to avail 1 leave per month during your probation, which is a part of your Annual Leave Balance.

6. You may end your employment by giving two months' notice (for confirmed Team Members) or 30 days of notice (for Team Members on probation), or Social Beat may terminate your employment by giving you 15 days' notice, in lieu thereof. Team Members on probation can have their service terminated by Social Beat without any prior notice. You are eligible to avail 1 leave per month during your notice period, which is a part of your Annual Leave Balance

   i. During the notice period, you will ensure that all the assigned work has been completed / handed over to the satisfaction of Social Beat before you are

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

SOCIAL BEAT
ROI Driven Digital Marketing

BANGALORE | CHENNAI | GURUGRAM | MUMBAI

Annexure 1: Cost to Social Beat

Name	Anburaj R	
Position	Social Media Specialist	
Expected DoJ	June 06, 2022	
Component	Monthly	Annual
Basic	₹ 15000	₹ 180000
HRA	₹ 6000	₹ 72000
Conveyance	₹ 1600	₹ 19200
Special	₹ 5400	₹ 64800
Sub Total (A)	**₹ 28000**	**₹ 336000**
Annual Bonus		₹ 28000
Sub Total (B)	₹ 0	**₹ 28000**
Employer PF Contribution (12%)	**₹ 1800**	**₹ 21600**
Employer ESI Contribution (3.25%)	**₹ 0**	**₹ 0**
Sub Total (C)	**₹ 1800**	**₹ 21600**
Total	**₹ 29800**	**₹ 385600**

In addition you are eligible for a Group Health Insurance Coverage of 2 Lakh INR

Signature:
Name : R. ANBURAJ
Date: 25/4/2022

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

Justdial

18-05-2022

C.Anitha
Chennai

Subject: **LETTER OF OFFER**

Dear C.Anitha

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

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before 01.06.2022.

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

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

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

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

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

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

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

For Just Dial Limited

Madhulika Singh

Regional Head - Human Resources

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	C.Anitha	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	01-06-2022	
CTC	204000/- per annum	
Pay structure	**Monthly**	**Annual**
Fixed Components		
Basic	9922	119064
House Rent Allowance (HRA)	4588	55056
Attire Allowance	0	0
Field Allowance	0	0
Salary (C1)	**14510**	**174120**
Statutory Components		
Employer PF Contribution	1191	14292
Employer ESIC Contribution	472	5664
Benefit's(C2)	**1663**	**19956**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**827**	**9924**
CTC (Total C1+C2+C3 + Statutory Bonus)(a	**17000**	**204000**
Deductions		
Employee PF Contribution	1191	14292
Employee ESIC Contribution	109	1308
Total Deductions (b)	**1300**	**15600**
***Net Take Home (a - b - C2)**	**14037**	**168444**
Total CTC	**17000**	**204000**

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

Yours sincerely,
For Just Dial Limited

Madhulika

Madhulika Singh

Regional Head - Human Resources

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

SUTHERLAND

June 06, 2022

Dear **Annie Tharanshiya J,**

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 13, 2022** on the following terms and conditions.

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

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

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

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

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

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

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

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

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

Sutherland Global Services Private Ltd.
Annexure

Name of the Employee: Annie Tharanshiya J
Designation: Associate-CS Internet
Date of Joining: June 13, 2022
Level: 1

Components	Rs. Per month	Rs. Per annum
FIXED PAY (A)		
Basic Salary	5,234.00	62,812.00
House Rent Allowance	2,617.00	31,406.00
Bonus	1,907.00	22,879.00
Medical Reimbursement	1,250.00	15,000.00
Special Allowance	3,197.00	38,366.00
SKILL BASED PAY (B)		
Skill Based Pay	750.00	9,000.00
Gross Salary (A + B)	14,955.00	179,463.00
PERFORMANCE INCENTIVE (C)		
Performance Incentive	2,750.00	24,750.00
STATUTORY BENEFITS AND INSURANCE (D)		
Employer's Contribution to PF	1,481.00	17,767.00
Gratuity	252.00	3,020.00
CTC (A + B + C + D)	18,750.00	225,000.00
Net Salary (Gross-PF-ESI)	13,363.00	160,350.00
Potential Earning (Net Salary + Performance Incentive)	16,113.00	185,100.00

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

flex

July 06,2022

Anusha K
NO: 8/135, POONGA 2ND CROSS STREET,
CHENNAI-600100

Dear Anusha,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited (here in after referred to as "Company")** as **Technician - GBS Engineering** in **Grade 22.** You will be working in **Night** shift and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Chennai, subject to change as deemed by the company . We look forward to having you on board on **July 17,2022** at 8.30am at our **Chennai office.** The address is:

Flextronics Technologies India Pvt. Ltd Global Business Services, 6th Floor, Campus 5, RMZ Millennia Business Park,No. 143, Dr. MGR R , Kandanchavadi, Chennai – 96.

Your Target Cash will be **INR 2,50,000/- per annum.** The enclosed annexure 1 would give you the breakup of your TTC. . Please note that this offer shall be valid subject to your clearing the Background verification check as per the Company's policies. As discussed, you will be issued a detailed appointment letter once you submit the provisional certificate from the college. Your employment will be governed by the terms of the appointment letter issued to you. The provisional certificate copy needs to be submitted within 3 months from the date of joining or 15 days from the announcement of results or date announced by the university thereof, whichever is earlier. You agree to sign an Undertaking at the time of joining & will have to abide by the terms mentioned in the same. You would be reporting to **Rajesh Kumar Rajappan, Manager - GBS Engineering** on the date of joining; reporting is subject to change post joining, if required.

Please bring along the original & 2 copies of the below documents with you on your date of joining:

1. Aadhaar Card Copy
2. Print out of this Offer letter.
3. Three passport size photographs (Formal Attire in White Background)
4. ID Proofs (Voter ID, Driving License, Passport, etc.)
5. PAN card details (Mandatory). If you have applied for a New PAN card, kindly provide copy of acknowledgement receipt that it has been applied.

We would appreciate your returning the duplicate copy of this offer letter with the annexure duly signed by you as a token of your acceptance. We look forward to having you on board with us at the earliest.

Thanking you,
For Flextronics Technologies (I) Pvt. Ltd.
Global Business Services

Yathi Venkatesh Human

Resources

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

flex

ANNEXURE 1

Name: Anusha K
Designation: Technician - GBS Engineering
Grade: 22
Compensation Structure:

	Component	Annual (INR)	
A	Basic	69,630	Taxable Component
	House Rent Allowance	34,815	40% of Basic for Non Metro Cities 50% of Basic for Metro Cities
	Medical Reimbursement	15,000	Taxable Component
	Education Allowance	2,400	
	Conveyance	19,200	Taxable Component
	Special Allowance *	70,770	Taxable Component
	Other Allowance*	0	Taxable Component
	Cash Pay	**2,11,815**	
	Retirals		
B	P.F*	21,240	Employer Contribution
C	Gratuity		As per legislation
	CTC	**2,33,055**	
D	Target Bonus**	16,945	
	Total Target Cash	**2,50,000**	

ESIC and Gratuity would apply as per Government rules and laws. Employer contribution is over and above your TTC.

Flexible Benefits Plan:

Component	Maximum eligibility per annum	Criteria for claims
Gifts Card	Rs. 4,500/-	Annually
Meal Card	Rs. 26,400/-	Monthly

(*) – Please note that the above is not an additional component, it will be deducted from Special Allowance / Other Allowance. If cards are availed, then the cash portion of your salary will reduce to extent of cards chosen and PF contribution may change as per government regulations.

(**) – You are eligible to participate in the Flex Bonus Program and the target bonus is a percentage of your gross salary. Actual payout level is dependent upon company performance and in accordance with the bonus plan for your organization."

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

Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/B1
B Anushiya devi
Chennai

June 03, 2022

Sub: Letter of Intent

Dear Anushiya devi,

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 08, 2022** at **9:30 a.m.** sharp at **Global Content Transformation Private Ltd, 4th Floor, work easy space,2/66 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.**

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

Jaya Chandran
General Manager – Human Resource

Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

Name		B Anushiya devi
Designation	:	Financial Associate
Date of Joining	:	June 08,2022

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

Note:

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

For **Global Content Transformation Pvt Ltd.**

Jaya Chandran
General Manager – Human Resources

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

pickyourtrail

No 34, 3rd Floor, Sudhanva Complex,
Vijayaraghava Road, Chennai-600017.

20th May, 2022

Aparna S
Chennai

Dear **Aparna,**

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.

The Proposed Start date of your employment at PickYourTrail is **1st July 2022 with 3 months probation.** Please confirm the date of joining along with your acceptance.

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

Yours Sincerely,

Hari Ganapathy & Srinath Shankar
Founder(s) – PickYourTrail

APARNA. S
Acceptance Name

B. Kalpana
PRINCIPAL
PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE
GOWRIVAKKAM, CHENNAI-600 0...

No 56, 3rd Floor, Sadhana Complex
Vijayaraghava Road, Chennai 600017

ANNEXURE 2: Compensation Details

Compensation Package

Salary Head		
Particulars	**Annual Compensation**	**Monthly Compensation**
Fixed Component		
Basic	108000	9000
HRA	54000	4500
Conveyance Allowance	20000	1667
Medical Allowance	15000	1250
Mobile Reimbursement	18000	1500
Internet Reimbursement	18000	1500
Special Allowance	19000	1583
Employer PF contribution (E)	21600	1800
Fixed Component Total (A)	**273600**	**22800**
Variable Component (Per Quarter)		
Variable pay	112114	9343
Variable Component Total (B)	112114	9343
Gross Component (A+B)= (C)	385714	**32143**
Deductions		
Employee's Contribution PF	21600	1800
Professional Tax	2500	208
Total Deductions (D)	**24100**	**2008**
Net Salary with Variable	**340014**	**28334**
Net Salary with W/O Variable	**227900**	**18992**

(Note: You will be eligible for Variable Pay after you achieve 60% of your full target – Full target will be decided by the company)

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

Netland Technologies (P) Ltd.

No.15, 2nd Floor, New Tank Road, Nungambakkam,
Chennai - 600 034, Tamil Nadu
Mobile : 8939101414

11-Sep-2020

Ms. Arathi M
Chennai

Dear Arathi M,

We are delighted to inform you that after careful consideration, we have selected you to join our team as an IT Support Specialist. On behalf of Netland Technologies, We are pleased to offer you the position of IT Support Specialist with the following terms:

Job Title: IT Support Specialist

Start Date: 02-Nov-2020

Salary: 1,90,340 INR per Annum

Working Hours: 40 hours per week

Reporting to: Mrs.Priyalatha

As an IT Support Specialist, you will be responsible for providing technical support and troubleshooting assistance to our clients. You will also be required to work closely with the IT team to ensure smooth functioning of our systems and processes. We believe your skills and experience make you an excellent fit for this position, and we are confident that you will thrive in our dynamic work environment.

Your benefits will include health insurance, vacation time, etc. You will also receive signing bonus, relocation allowance, travel allowance, etc.

To accept this offer, please sign and return a copy of this letter to us by 15-Sep-2020. We would like to welcome you to our team and look forward to having you as a part of our company.

For Netland Technologies,

HR Manager

Acceptance by M. Arathi on 2-11-20

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

Netland Technologies (P) Ltd.

No.15, 2nd Floor, New Tank Road, Nungambakkam,
Chennai - 600 034, Tamil Nadu
Mobile : 8939101414

11-Sep-2020

Ms.Archana M
Chennai

Dear Archana M,

We are delighted to inform you that after careful consideration, we have selected you to join our team as an IT Support Specialist. On behalf of Netland Technologies, We are pleased to offer you the position of IT Support Specialist with the following terms:

Job Title: IT Support Specialist

Start Date: 02-Nov-2020

Salary: 1,90,340 INR per Annum

Working Hours: 40 hours per week

Reporting to: Mrs.Priyalatha

As an IT Support Specialist, you will be responsible for providing technical support and troubleshooting assistance to our clients. You will also be required to work closely with the IT team to ensure smooth functioning of our systems and processes. We believe your skills and experience make you an excellent fit for this position, and we are confident that you will thrive in our dynamic work environment.

Your benefits will include health insurance, vacation time, etc. You will also receive signing bonus, relocation allowance, travel allowance, etc.

To accept this offer, please sign and return a copy of this letter to us by 15-Sep-2020. We would like to welcome you to our team and look forward to having you as a part of our company.

For Netland Technologies,

HR Manager

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

Acceptance by Archana M on 2/11/20.

Date: April 25, 2022

OFFER & APPOINTMENT LETTER

To,
Archana M

Dear Archana,

We are glad to inform you that, upon acceptance of this offer, you will be appointed as **Social Media Specialist (Chennai)** as per terms and conditions discussed and agreed upon as under:

1. You are expected to join Social Beat on or before June 06, 2022 and your appointment will be effective from the date of your joining.

2. Your monthly salary and annual salary details are included as an Annexure 1 to this letter. Your annual CTC will be ₹ **385600** which includes an annual bonus of ₹ **28000** payable at the completion of a year.

3. **Induction:** You will undergo a 2-3 day induction/training to familiarize you with the various services/solutions of Social Beat

4. Your future increments or promotion or any other salary increase shall be based on merit/grades considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

5. You will be on probation for a period of three months during which the leave policy will not be applicable. After successful completion of your probation, your services as a permanent Team Member will be confirmed in writing. You are eligible to avail 1 leave per month during your probation, which is a part of your Annual Leave Balance.

6. You may end your employment by giving two months' notice (for confirmed Team Members) or 30 days of notice (for Team Members on probation), or Social Beat may terminate your employment by giving you 15 days' notice, in lieu thereof. Team Members on probation can have their service terminated by Social Beat without any prior notice. You are eligible to avail 1 leave per month during your notice period, which is a part of your Annual Leave Balance
    I. During the notice period, you will ensure that all the assigned work has been completed / handed over to the satisfaction of Social Beat before you are

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relieved. The decision on the date on which you will be relieved rests solely with Social Beat. In case you terminate your employment before the expiry of the period of the contract, you will be expected to seek and source anotherindividual to provide the services you render Social Beat.

II. Social Beat reserves the right to terminate your services without notice for anyof the reasons stated below after giving you a 3-day show cause notice:
   a. Breach of Social Beat's standards with respect to integrity, ethics, honesty, sincerity and loss of confidence.
   b. Failure to follow Social Beat's rules and regulations.
   c. Failure to work up to the Management satisfactory level as agreed by the candidate in three months' time from the date of appointment.

III. Any false or misrepresented information or any willfully suppressed material information.

IV. Guilty in respect of moral turpitude or of dishonesty in dealing with Social Beat's material, documents or theft or misappropriation regardless of the value involved

V. Gross negligence or carelessness or inefficiency in performing your duties.

VI. Inefficiency and carelessness or misconduct, or actions against the interest of Social Beat willfully or due to negligence, oversight or ignorance of Social Beat's policies and procedures.

VII. Over staying leave

VIII. Being sick leading to an inability to perform duties adequately.

7. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on a full or part-time basis without prior permission of Social Beat in writing. Any contravention of this condition will entail the termination of your services from Social Beat.

8. You will keep Social Beat informed of any change in your residential address that may happen during the course of employment of your service with the organization.

9. Non-disclosure: All documents, programs, code, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence, etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated confidentially. You shall not utilize them for your own use or disclose to other persons during or after your employment. You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during or post course of employment.

10. During the course of employment with Social Beat, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about vendors, financials, products, know-products/business events and business plans and business secrets and other information concerning the products / business of the organization, hereinafter

P. Kalyani
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May 10, 2022

Archana U,
Chennai

Invitation to join Hashtag Inc.

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

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

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

Enclosed you will find:

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

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

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

Yours sincerely,

Adithya S
Co-Founder

Chiraag Kinger
Co-Founder

B. Kalpana
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HASH TAG INC.

Compensation Overview

Name: Archana U

Title: Graphic Design Associate

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

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

Authorised signatory

Acceptance signature

B. Kalpana
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PRINCE SHRI VENKATESHWARA
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