



**SOCIAL  
BEAT**  
ROI Driven Digital Marketing

BANGALORE | CHENNAI | GURUGRAM | MUMBAI

Date: April 25, 2022

**OFFER & APPOINTMENT LETTER**

To,  
Vijay A

Dear Vijay,

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
  1. 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

826, Fountain Plaza, 6<sup>th</sup> Floor,  
Pantheon Road, Egmore, Chennai-600008.

☎ : 044 4206 5648

🌐 : [www.socialbeat.in](http://www.socialbeat.in)

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



**Annexure 1: Cost to Social Beat**

Name	Vijay A	
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

*B. Kalpane*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600008

Signature

Name: *A. VIJAY*

Date: *25/4/2022*

June 13, 2022

Dear Vijay Daniel,

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

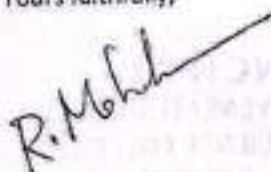
- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of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

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

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

Thanking you,

Yours faithfully,



Mohana Sundaram  
Assistant General Manager - HR

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

**Annexure 1**

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

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

- \* 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<sup>th</sup>/12<sup>th</sup>/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.

# CADMAXX

## OFFER LETTER

Ref : CADMAXX/HR/3035/2022

Mr. Vijayabharrathi V  
Chennai.

Date: 17th February 2022

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 confidentiality 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 10:21:12 +05'30'

Cadmaxx Solutions Pvt. Ltd.,

# 2035, 6th Main, 9th Cross, R.P.O. Layout,  
Vijayanagar, Bengaluru-560 104. Ph : +91-00-  
41270437 / 2314615 [www.cadmaxx.com](http://www.cadmaxx.com) CIN :



# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/P7  
D Vijayalakshmi  
Chennai

June 01, 2022

**Sub: Letter of offer**

Dear Vijayalakshmi,

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

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

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

You are required to join us on or before **June 14, 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.

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

Look forward to a long & meaningful association with you.

Thanking you,  
For Global Content Transformation Pvt Ltd.

Jaya Chandran  
General Manager – Human Resource

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

**Global Content Transformation Private Limited**

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

# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

<b>Name</b>	D Vijayalakshmi
<b>Designation</b>	: Financial Associate
<b>Date of Joining</b>	: June 14,2022

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

**Note:**

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

For Global Content Transformation Pvt Ltd.

Jaya Chandran  
General Manager – Human Resources

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
Global Content Transformation Private Limited  
Registered Office: 4th Floor, Saikar Building, 78-80, Nehru Place, New Delhi – 110019, INDIA  
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/88 OMR,  
Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600098

# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/P7  
P Vijayalakshmi  
Chennai

June 01, 2022

**Sub: Letter of offer**

**Dear Vijayalakshmi,**

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.
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- Two Postcard size family photograph (in case unmarried – with mother and father, in case married – with spouse and children) for ESI, if applicable.
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**Please submit the copy of Accepted Resignation Letter within 36 hours from the issue of Offer, failing which the Offer stands cancelled.**

Look forward to a long & meaningful association with you.

Thanking you,  
For **Global Content Transformation Pvt Ltd.**

**Jaya Chandran**  
General Manager – Human Resource

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

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# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

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<b>Date of Joining</b>	: June 14,2022

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<b>CTC</b>	<b>17,917.00</b>
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**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*  
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**ARTS AND SCIENCE COLLEGE**  
GOWRIVAKKAM, CHENNAI - 600 073.

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Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/B8 OMR,  
Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096



July 04,2022

Vijayalakshmi D,  
No;56 Ambal Nagar,  
Keelkatalai,Chennai-600117

Dear Vijayalakshmi,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (hereinafter 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 04,2022** 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 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**

**Yathi Venkatesh**  
**Human Resources**

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

## ANNEXURE 1

Name: Vijayalakshmi D  
 Designation: Technician – GBS Engineering  
 Grade: 22  
 Compensation Structure:

	Component	Annual (INR)	
<b>A</b>	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
	<b>Cash Pay</b>	<b>2,11,815</b>	
	<b>Retirals</b>		
<b>B</b>	P.F*	21,240	Employer Contribution
<b>C</b>	Gratuity		As per legislation
	<b>CTC</b>	<b>2,33,055</b>	
<b>D</b>	Target Bonus**	16,945	
	<b>Total Target Cash</b>	<b>2,50,000</b>	

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.



July 04,2022

Vijayaprakash S  
G2, Saidarbar Street,  
Karapakkam ,Chennai-600097

Dear Vijayaprakash,

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**Global Business Services**

**Yathi Venkatesh**  
**Human Resources**

**PRINCIPAL**  
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**GOWRIVAKKAM, CHENNAI - 600 073.**



ANNEXURE 1

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



Date: 14-Dec-21

Dear Vijayarangun T,

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

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

**TERMS AND CONDITIONS:**

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

CSS Corp Private Limited

CIN:U72900TN2000PTC115034

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

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

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

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
 GOWRIVAKKAM, CHENNAI - 604 673.

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



CGI Information Systems and Management Consultants Pvt. Ltd.  
Regd. Office: e.city, Tower 2, No.95/1 & 95/2,  
Electronic City, Phase I (West)  
Bangalore - 560 100, India  
Tel +91-80-6642 2222 | Fax +91-80-6642 1200

cgi.com

CIN: U72200KA1990PTC019138

Personal and Confidential  
3-Aug-22

Ms. Vijitha B,  
19/143, Gopal Nagar,  
Varadharajapuram,  
Mudichur,  
Chennai 600048

Dear Vijitha ,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Business Analyst** and your Gross Compensation is **INR 541,004/-**.

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to [cgirecruitment.india@cgi.com](mailto:cgirecruitment.india@cgi.com)
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 080-4194 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy

HR/F/04/2790

Contd...2...

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GOWRIVAKKAM, CHENNAI - 600 073.





July 04,2022

Vikas A  
No:4/17 Bhavanandhiyar Street,  
Chrompet ,Chennai-600045

Dear Vikas,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (hereinafter 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 04,2022** 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 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**

**Yathi Venkatesh**  
**Human Resources**

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



ANNEXURE 1

Name: Vikas A  
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
	<b>Cash Pay</b>	<b>2,11,815</b>	
	<b>Retirals</b>		
B	P.F*	21,240	Employer Contribution
C	Gratuity		As per legislation
	<b>CTC</b>	<b>2,33,055</b>	
D	Target Bonus**	16,945	
	<b>Total Target Cash</b>	<b>2,50,000</b>	

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.

**Letter of Intent**

Dear Vigneshwari E,  
BCA,  
Prince Shri Venkateshwara Arts and Science College

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

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

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

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

- a) Chennai
- b) Coimbatore

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

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

Feel free to write back to us for any clarifications.

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

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

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



Date: 14-Dec-21

Dear Vimal Kumar K,

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

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

**TERMS AND CONDITIONS:**

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

CSS Corp Private Limited  
CIN:U72900TN2000PTC115034

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

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GUWRIVAKKAM, CHENNAI - 680 073.

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

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



July 04,2022

Vimala V  
No:56 Thirumalai Nagar  
Hasthinapuram,Chennai-600045

Dear Vimala,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited (hereinafter 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 04,2022** 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 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**

**Yathi Venkatesh**  
**Human Resources**

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

## ANNEXURE 1

Name: Vimala V

Designation: Technician – GBS Engineering

Grade: 22

Compensation Structure:

	Component	Annual (INR)	
<b>A</b>	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
	<b>Cash Pay</b>	<b>2,11,815</b>	
	<b>Retirals</b>		
<b>B</b>	P.F*	21,240	Employer Contribution
<b>C</b>	Gratuity		As per legislation
	<b>CTC</b>	<b>2,33,055</b>	
<b>D</b>	Target Bonus**	16,945	
	<b>Total Target Cash</b>	<b>2,50,000</b>	

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**  
 GOWRIYAKKAM, CHENNAI - 600 073.

# CADMAXX

## OFFER LETTER

Ref : CADMAXX/HR/3024/2022

Ms. Vinitha R  
Chennai.

Date: 17th February 2022

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 confidentiality 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](http://www.cadmaxx.com) CIN:



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



# CADMAXX

## OFFER LETTER

Ref : CADMAXX/HR/3024/2022

Ms. Viveka K,  
Chennai.

Date: 17th February 2022

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 confidentiality 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 Banda G. S.,  
Director Operations  
Date: 2022.02.17 12:15:06 +05'30'

## Cadmaxx Solutions Pvt. Ltd.,

# 2095, 5th Main, 8th Cross, R.P.C. Layout,  
Vijayanagar, Bangalore-560 104. Ph : +91-80-  
41270467 / 2314615 [www.cadmaxx.com](http://www.cadmaxx.com) CIN:



*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 608 073.



CGI Information Systems and Management Consultants Pvt. Ltd.  
Regd. Office: e.city, Tower 2, No.95/1 & 95/2,  
Electronic City, Phase I (West)  
Bangalore - 560 100, India  
Tel +91-80-8642 2222 | Fax +91-80-8642 1200

cgi.com

CIN: U72200KA1990PTC019138

Personal and Confidential  
3-Aug-22

Mr. Vinoth B,  
15b, Nethaji Nagar,  
Tambaram,  
Chennai 600045

Dear Vijitha ,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Business Analyst** and your Gross Compensation is **INR 541,004/-**.

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to [cgirecruitment.india@cgi.com](mailto:cgirecruitment.india@cgi.com)
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 080-4194 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy

HR/F/0844790

Contd...2...

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



July 04,2022

Vinodhini K  
No:3/851 Thiruveka Street,  
Medavakkam,Chennai-600100.

Dear Vinodhini,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (hereinafter 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 04,2022** 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 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**

**Yathi Venkatesh**  
**Human Resources**

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

## ANNEXURE 1

Name: Vinodhini 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
	<b>Cash Pay</b>	<b>2,11,815</b>	
	<b>Retirals</b>		
B	P.F*	21,240	Employer Contribution
C	Gratuity		As per legislation
	<b>CTC</b>	<b>2,33,055</b>	
D	Target Bonus**	16,945	
	<b>Total Target Cash</b>	<b>2,50,000</b>	

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.



July 04,2022

Vinodhini V  
No;45,Ambadkar Street,  
East Tambaram,Chennai-600059

Dear Vinodhini,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (hereinafter 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 04,2022** at 8.30am at our **Chennai office**. The address is:

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**No. 143, Dr. MGR Road,**  
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**Global Business Services**

**Yathi Venkatesh**

**Human Resources**

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

## ANNEXURE 1

Name: Vinodhini V

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	
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	Special Allowance *	70,770	Taxable Component
	Other Allowance*	0	Taxable Component
	<b>Cash Pay</b>	<b>2,11,815</b>	
	<b>Retirals</b>		
B	P.F*	21,240	Employer Contribution
C	Gratuity		As per legislation
	<b>CTC</b>	<b>2,33,055</b>	
D	Target Bonus**	16,945	
	<b>Total Target Cash</b>	<b>2,50,000</b>	

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Flexible Benefits Plan:

Component	Maximum eligibility per annum	Criteria for claims
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*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIYAKKAM, CHENNAI - 600 073.**



July 04,2022

Vinoth R  
No:37/89 Kongunadhan Street,  
Pallickaranai,Chennai-600100

Dear Vinoth,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited (hereinafter 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 04,2022** at 8.30am at our **Chennai office**. The address is:

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**No. 143, Dr. MGR Road,**  
**Kandanchavadi, Chennai - 96.**

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Thanking you,  
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**Global Business Services**

**Yathi Venkatesh**

**Human Resources**

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



ANNEXURE 1

Name: Vinoth R  
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 Raimbursement	15,000	Taxable Component
	Education Allowance	2,400	
	Conveyance	19,200	Taxable Component
	Special Allowance *	70,770	Taxable Component
	Other Allowance*	0	Taxable Component
	<b>Cash Pay</b>	<b>2,11,815</b>	
	<b>Retirals</b>		
B	P.F*	21,240	Employer Contribution
C	Gratuity		As per legislation
	<b>CTC</b>	<b>2,33,055</b>	
D	Target Bonus**	16,945	
	<b>Total Target Cash</b>	<b>2,50,000</b>	

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

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(\*\*) – 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.





Date: 14-Dec-21

Dear Vinoth G,

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

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

**TERMS AND CONDITIONS:**

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

CSS Corp Private Limited

CIN:U72900TN2000PTC115034

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

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

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

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



Date: 15-Mar-22

Dear Vinoth G,

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

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

**TERMS AND CONDITIONS:**

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CSS Corp Private Limited

CIN:U72900TN2000PTC115034

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

*B. Kalpana*  
**PRINCIPAL**

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



July 04,2022

Vinoth Kumar E  
No;1/11,Susheela Nagar,  
Kovilambakkam,Chennai-600129

Dear Vinoth Kumar,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (hereinafter 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 04,2022** at 8.30am at our **Chennai office**. The address is:

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**Global Business Services**

**Yathi Venkatesh**  
**Human Resources**

Corp Off: RMZ Millennia Business Park, 7th Floor, Campus II, No. 143 Dr. MGR Road, Kandanchavadi, Chennai – 600096, India | +91-44-8625 1200 Main | +91-44-22542258 Fax  
Regd Off: Plot No 3, Phase II, SIPCOT Industrial Park, Sandavettur C Village, Sripourambudur Taluk, Karchoopiram Dist. | Tel: +91-44-6710 5000  
[www.flextronics.com](http://www.flextronics.com) | CIN – U31909TN2001PTC070708

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
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GOWRIVAKKAM, CHENNAI - 600 073.

## ANNEXURE 1

Name: Vinoth Kumar E

Designation: Technician – GBS Engineering

Grade: 22

Compensation Structure:

	Component	Annual (INR)	
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<b>C</b>	Gratuity		As per legislation
	<b>CTC</b>	<b>2,33,055</b>	
<b>D</b>	Target Bonus**	16,945	
	<b>Total Target Cash</b>	<b>2,50,000</b>	

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Gifts Card	Rs. 4,500/-	Annually
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**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
 GOWRIVAKKAM, CHENNAI - 600 073.



July 04,2022

Vishwa Priya P  
No;45,Ambedkar Street,  
East Tambaram,Chennai-600059

Dear Vishwa Priya,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (hereinafter 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 04,2022** at 8.30am at our **Chennai office**. The address is:

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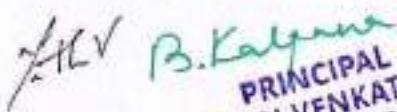
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**Global Business Services**

  
**Yathi Venkatesh**  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**CHURUVAKKAM, CHENNAI - 600 073.**  
**Human Resources**

## ANNEXURE 1

Name: Vishwa Priya P

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
	<b>Cash Pay</b>	<b>2,11,815</b>	
	<b>Retirals</b>		
B	P.F*	21,240	Employer Contribution
C	Gratuity		As per legislation
	<b>CTC</b>	<b>2,33,055</b>	
D	Target Bonus**	16,945	
	<b>Total Target Cash</b>	<b>2,50,000</b>	

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.**

# MRK MICRO LAB

No. 143 / 25, Thenkarai, Tamil Nadu 625601

21 March 2022

To

**Yamuna K**

Department: B.Sc Biochemistry

College: Prince Shri Venkateshwara Arts and Science College

## Letter of Offer

Dear Yamuna,

Greetings from MRK Micro Lab.

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

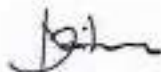
We are impressed by your qualifications and believe that your skills and experience will make a valuable contribution to our team. We offer a comprehensive training program that will provide you with the knowledge and skills you need to excel in this role. Our team of experienced professionals will provide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

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

Your Start date will be **01 July 2022**. In this role, you will be required to work full-time, 40 hours per week. Your starting salary will be **Rs.1,56,000** and you will be eligible for health insurance, paid time off, etc.

If you are interested in accepting this position, please sign and return a copy of this letter by 31 March 2022. We look forward to welcoming you to our team and helping you grow your career in medical coding.

Sincerely,



**Mahesh Prabakaran**

Manager

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

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

☎ +044-2624 2525





**LETTER OF APPOINTMENT**

**Date: 8<sup>th</sup> April 2022**

**Dear Yamini S**

**Employee ID: 1725**

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 **1<sup>st</sup> - 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 1<sup>st</sup>, 4<sup>th</sup>, & 5<sup>th</sup>]** the working hours are from **[10.00 AM] to [05.00 PM]**, **2<sup>nd</sup> and 3<sup>rd</sup> 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.

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

**Registered & Corporate Office**

**NAVIA MARKETS LIMITED**

'Ganga Griha' 4th & 5th Floor, No.9, Nungambakkam High Road, Chennai - 600 034.

T: +91-44 3918 9449, Fax : 044-28214168, E-mail : support@tradeplusonline.com, www.tradeplusonline.com, CIN : U65993TN1994PLC010167 "Tradeplus" is the online brand of Navia Markets Ltd.



## 6. Company property

You will always maintain Company property in good condition, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

## 7. Applicability of Company Policy

Your association and employment will be governed by various policies, rules, regulations and guidelines of the organization that are in force from time to time. The terms of this offer shall at all-time remain confidential and should not be disclosed to any person/party.

## 8. Confidential Information

8.1 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company.

8.2 You should not share the knowledge gained during your service with our competitor. You will also not involve in any act that brings loss to the business. On leaving the company for another opportunity with a competitor, you will be required to maintain strict confidentiality of our clients and no attempt should be made to even solicit any business of a similar nature as ours with such clients. The company is at liberty to initiate legal action in such instances

## 9. Dual Employment

During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly engage or associate yourself with any other business or activities.

## 10. No Poach Clause

10.1 You shall not canvass or move any of the clients or employees of **Navia Markets Limited** or its group companies those you know of by virtue of your employment with us, to any other organization then you may join upon or after leaving us for a period of 2 years

10.2 Upon Having resigned from the services or upon termination, you agree not to solicit the customer/client of the company (including any subsidiary, affiliate, group company or any of them) for the purpose of offering to that person services similar to or competing with those of the business conducted by the company. Further, you agree not

*B. Kalpana*  
PRINCIPAL Registered & Corporate Office  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE MARKETS LIMITED

GURUKRISHNAN, CHENNAI 600 034, No.9, Nungambakkam High Road, Chennai - 600 034.

T : +91-44 3918 9449, Fax : 044-28214168, E-mail : support@tradeplusonline.com, www.tradeplusonline.com, CIN : U65993TN1994PLC010167 "Tradeplus" is the online brand of Navia Markets Ltd.

to solicit or entice away, or endeavour to solicit or entice away, any director or employee of the company (including any subsidiary, affiliate, Group Company or any of them)

10.3 The Courts at Chennai only shall be deemed to be the Courts of Jurisdiction in respect of any suits, claims, disputes, etc., arising out of this Appointment Order.

## 11. Transfer

You are liable to be transferred to any Division / Branch of the Company / Associate companies as the Management may decide from time to time.

## 12. Termination

12.1 Applicability of this policy includes all employees both probationary and confirmed employees

12.2 Your service in the Company is terminable on either side by giving **60 days** written notice.

12.3 The Company reserves the right to terminate your employment without any notice period, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or lack of performance/productivity or caused any loss to the Company.

12.4 On the termination of your employment for whatever reason, you will return all property and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs to the Company.

## 13. Declaration

You have been engaged on the presumption that the particulars furnished by you in your job application are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant fact, the Company reserves the right to initiate action including the termination of service irrespective of any other terms and conditions of employment

## 14. Acceptance of our offer

It gives us immense pleasure to welcome you to Navia Family. We wish you a long, rewarding and fulfilling career and look forward to your joining us. The terms and conditions of the employment might change time to time. Kindly sign and return a copy of this letter as a token of your acceptance of the terms stated above

*B. Kalpane*

PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
CHENNAI - 600 073

NAVIA MARKETS LIMITED

'Ganga Griha' 4th & 5th floor, No.9, Nungambakkam High Road, Chennai - 600 034.

T : +91-44 3918 9449, Fax : 044-28214168, E-mail : support@tradeplusonline.com, www.tradeplusonline.com, CIN : U65993TN1994PLC010167 "Tradeplus" is the online brand of Navia Markets Ltd.

Your Salary Details are mentioned below as Annexure I

COMPENSATION SHEET		
Emp Name	Yamini S	
Designation	Executive	
Department	Online Sales	
Date of Joining	1 <sup>st</sup> - July - 2022	
Reporting Manager	Ms.Priyanka- Deputy Manager	
<b>Salary Heads</b>	<b>Monthly</b>	<b>Annually</b>
Basic	3000	36000
HRA	6750	81000
Special Allowance	5250	63000
Special Variable Allowance	<b>As Per "Decide Your Pay" (DYP) scheme.</b>	
<b>Gross (A)</b>	<b>15000</b>	<b>180000</b>
ESI Benefit @ 3.25% employer contribution	488	5850
PF-Employer contribution (12.5%)	1031	12375
<b>Employer Contribution (C)</b>	<b>1519</b>	<b>18225</b>
Paid leave (maximum limited to 12 days) <sup>1</sup>	500	6000
Annual Bonus (Monthly Basic) <sup>2</sup>	250	3000
Gratuity Benefit (4.81% of basic) <sup>3</sup>	144	1732
<b>Total CTC (E)</b>	<b>17413</b>	<b>208957</b>
<b>Employee Contribution (B)</b>	<b>1103</b>	<b>13230</b>
ESI Benefit @ 0.75% employee contribution	113	1350
PF-Employee contribution (12%)	990	11880
<b>Net Amount (D = A-B)</b>	<b>13898</b>	<b>166770</b>
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  
13:31:38 +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 \_\_\_\_\_

Place:  
Chennai.

*B. Kalpana*  
GOWRIAKKAM, CHENNAI - 600 073.  
PRINCE SHANMUGANATHAN  
ARTS AND SCIENCE COLLEGE  
PRINCIPAL  
Corporate Office  
NAVIA MARKETS LIMITED

Signature

'Ganga Griha' 4th & 5th Floor, No.9, Nungambakkam High Road, Chennai - 600 034.

T : +91-44 3918 9449, Fax : 044-28214168, E-mail : support@tradeplusonline.com, www.tradeplusonline.com, CIN : U65993TN1994PLC010167 "Tradeplus" is the online brand of Navia Markets Ltd.

# CADMAXX

## OFFER LETTER

Ref : CADMAXX/HR/3024/2022

Ms. Yogeswari N,  
Chennai.

Date: 17th February 2022

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 confidentiality 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.

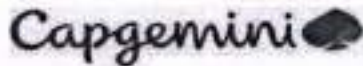
**CADMAXX** Digitally signed by Bandu G. S.,  
Director Operations  
Date: 2022.02.17 12:15:06 +05'30'

## 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](http://www.cadmaxx.com) CIN :



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



Capgemini Technology Services India Limited Plant  
2, 'C' Wing, 1<sup>st</sup> Floor, Godrej IT Park, Godrej &  
Boce Compound, Gate No. 2,  
L.B.S. Marg, Pirajhane, Vikroli (West), Mumbai-  
400 073, Maharashtra, India. Tel: +91.22.6686 0500  
| Fax: +91.22.6755 7086 www.capgemini.com

## Offer Letter

Dear G Yogeshwar,

A very warm welcome to you! Capgemini's slogan is 'People Matter, Results Count', and we live it each day at work. We hope that it resonates with you too, as we set out to achieve our goals - both individually as well as a team-together. To give you an idea, this is how your first day will progress...

1. Reporting at 9:00AM
2. Verification/Filling/ Submission of Background Verification Form
3. Receipt of Employee Handbook and visitor-cum-bus pass
4. Filling up of master form
5. Lunch break
6. Submission of signed documents
7. Receipt of appointment letter
8. Bank account opening
9. Receipt of buddy details and meeting buddy

We wish you all the very best, and hope to have a long and fruitful association with you!

Regards

Team HR

Kindly note:

- Please dress in business formals
- Please carry this welcome letter on your Date of Joining
- If you are driving to office on the first day, please ensure you are there by 8:45AM, and contact security at the main gate for your entry passes.

The information contained in this message is proprietary and confidential.

Copyright © 2019. All rights reserved by Capgemini.

PRIVATE AND CONFIDENTIAL

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

Capgemini India Private Limited - August 2022

CIN NO: U72200MH1992PTC197969  
EMPLOYMENT OFFER LETTER Caggemini  
Ref.: 1999647/0129973803 August 20, 2022

Dear G Yogeshwar,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on a full-time basis, with Caggemini India Private Limited ('Caggemini' or 'Company') starting from June 20, 2023 (or such other date as may be communicated to you by the Company), as per details given below.

A). Your current designation will be **Associate/A2**

B). You will be required to work at the Company's office in Chennai.

C). Your all-inclusive annual target compensation (on a cost to company basis) will be INR 325000 (Rupees Three Lakhs Twenty Five Thousand only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment. The breakup of your all-inclusive annual target compensation is as follows:

**Total Cost to Company (CTC).Rs.3,25,000**

Monthly Components Per Month

Basic	Rs. 13,060
House Rent Allowance	Rs. 6,530
Conveyance Allowance	Rs. 800
Gross monthly salary	Rs. 20,390
Statutory payments to PF	Rs. 1,565
Gratuity (accrual only)	Rs. 2,435
Total Fixed Compensation	Rs.2,92,680
Benefits	
Mediclaim Insurance	Rs. 2,190
Personal Accident Insurance	Rs. 174
Group Term Life Insurance	Rs. 330
Total Benefits	Rs. 2,694
Total Cost to Company	Rs. 3,25,000

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

Upon joining Caggemini,

1. You are expected to enter into an employment agreement with Caggemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Caggemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as Caggemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Caggemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

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

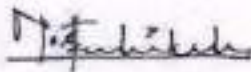
You may note that this letter should neither be construed as an offer of employment from Caggemini nor should it in any manner confirm our intent to make you an offer of employment. We may, any time at our discretion, revoke this Letter of Intent.

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 hear from you soon. Should you have any query, please do not hesitate to contact [fresherhiring.in@caggemini.com](mailto:fresherhiring.in@caggemini.com).

Thanking you,

Yours Sincerely,  
**For & On Behalf of Caggemini**



**Hrushikesh M**  
Vice President HR, Caggemini India

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





July 04,2022

Yogalakshmi J  
No:59/23,Emmanuel street  
Velachery,Chennai-600042.

Dear Vinodhini,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (hereinafter 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 04,2022** 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 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**

**Yathi Venkatesh**  
**Human Resources**

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

## ANNEXURE 1

Name: Yogalakshmi J  
 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
	<b>Cash Pay</b>	<b>2,11,815</b>	
	<b>Retirals</b>		
B	P.F*	21,240	Employer Contribution
C	Gratuity		As per legislation
	<b>CTC</b>	<b>2,33,055</b>	
D	Target Bonus**	16,945	
	<b>Total Target Cash</b>	<b>2,50,000</b>	

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  
 LEGOWRIYAKKAM, CHENNAI - 600 073.

**Letter of Intent**

Dear Yuvaraj P,  
B.Sc - Computer Science,  
Prince Shri Venkateshwara Arts and Science College

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

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

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

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

- a) Chennai
- b) Coimbatore

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

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

Feel free to write back to us for any clarifications.

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

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

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

CONFIDENTIAL

Date: 17th March, 2021

Dear Yuvaraj P,

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

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

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

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

**Job Title:** Associate Social Media Specialist

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

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

**Date of Joining:** 03rd May, 2021

**Probation Period:** 3 months from the date of joining.

**Notice Period:** 2 Months from the date of resignation.

**Holidays:** As per Company Policy

**Working Days:** Monday to Friday

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

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

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

Regards  
Higa Digital Pvt. Ltd.

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



### Annexure 1 - Compensation Details

Per Annum Compensation Details	Amount (INR)
Basic	1,95,000
HRA^	78,000
Conveyance	14,916
Medical Compensation	12,084
<b>Total Compensation</b>	<b>3,00,000</b>

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

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

### Annexure 2 - Terms & Conditions of Employment

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

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



Date: March 11, 2022

Ref: LTI/HR/Campus/NE6/2022

Name: YOGALAKSHMI S

College: Prince Shri Venkateshwara Arts and Science College

### OFFER OF EMPLOYMENT

Dear YOGALAKSHMI S,

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

During the initial training period, your CTC including all benefits will be **Rs.3,14,000/-** as per the details mentioned in 'Annexure-1'.

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

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

The date of commencement of training and venue for reporting will be intimated to you in advance. During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

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

### TERMS AND CONDITIONS

**1. Increments and Promotions**

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

**2. Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense. Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

**3. Documents**

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

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
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Salary Grade : AT1

Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		6,015
Bonus		1750
<b>A. Base Salary (PA)</b>	<b>273,180</b>	<b>22,765</b>
Annual Incentive	0	
<b>B. Total Variable (PA)</b>	<b>0</b>	
<b>C. Total Target Cash (A+B)</b>	<b>273,180</b>	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	10,556	
<b>D. Retirals &amp; Other Benefits</b>	<b>40,820</b>	
<b>Cost to Company (CTC) C+D</b>	<b>314,000</b>	

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



Date: 15-Mar-22

Dear Yogeshwar D,

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

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

**TERMS AND CONDITIONS:**

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

CSS Corp Private Limited

CIN:U72900TN2000PTC115034

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

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





Date: 15-Mar-22

Dear Yogeshwaran R C,

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

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

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# Dev Systems

Ref No : Dev/Cam/115/26

18.04.2022

## LETTER OF APPOINTMENT

Dear Yuvan Prithivi B,

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:

Yuvan Prithivi B



Date: 15-Mar-22

Dear Yuvapriya C,

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

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

**TERMS AND CONDITIONS:**

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*B. Kalpana*

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100-100000  
ARABY-2274 100000 100000  
100000 100000 100000  
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Date: 15-Mar-22

Dear Yuvaraj V,

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

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