



Kishore V  
No: 6/17, B.V Nagar, South 5th Street,  
Nanganallur,  
Chennai – 600 061

Dated 11<sup>th</sup> May 2022

Dear Kishore,

We are pleased to appoint you in our organisation as Software Developer Trainee.

1. Date of Appointment: Your appointment is effective from the date of joining, which shall not be later than 03<sup>rd</sup> June 2022.
2. Compensation: You will be paid a gross salary of Rs. 2,20,360/- (Rupees Two Lakhs Twenty Thousand Three Hundred and Sixty only) per annum.
3. Probation: You be in probation for the first 6 Months in employment after which you will be confirmed based on your performance.
4. Location: You will be based at Chennai and you may be relocated to any place in or outside Chennai for business reasons. If you are relocated to a place outside Chennai, you will be paid an additional allowance, at the discretion of the management, towards living expenses.
5. Responsibilities: You will diligently carry out, to the best of your ability, all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, business or occupation. You must effectively perform to ensure results and will be expected to work extra hours to achieve this whenever the job so requires.
6. Holidays & Leaves:  
Paid Casual Leave: The entitlement is based on continuity of your service. Other terms and conditions will be applicable to you as per the prevailing policy.  
  
Holidays: You will be provided 10 holidays in a year which may consist of fixed days of holidays and flexible religious holidays and may be availed as per the policy in force.

Octoze Technologies (P) Ltd  
22, 2<sup>nd</sup> Main Road,  
Chandrasekar Avenue  
Chennai, Thorapakkam  
Chennai – 600 037

B. Kalpana  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI

Phone: (91) (44) 24662582  
Email: support@octoze.com  
www.octoze.com

Digitized by www.1122.org, Digitized by www.1122.org, Digitized by www.1122.org



July 04,2022

Kousalya R  
NO: 5, MAHALAKSHMI STREET,  
CHENNAI-600059

Dear Kousalya,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (here in after referred to as "Company") as **Technician - GBS Engineering in Grade 22**. You will be working in **Night shift** and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Chennai, subject to change as deemed by the company. We look forward to having you on board on **July 15,2022** 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: Kousalya 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 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>	
	Retirals		
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.

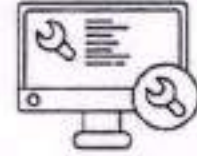
### Flexible Benefits Plan:

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.



## SPIRENSAVVY SOFTWARE SOLUTIONS PVT LTD

25<sup>th</sup> January 2022

To,  
Kowsalya E,  
Prince Shri Venkateshwara Arts and Science College

### Offer Letter

Dear Kowsalya,

We are delighted to give you this letter of offer for the position of Web developer at our company Spirensavvy Software Solutions Pvt Ltd.

Your task will be to assist our software department and admin department in creating various software applications. We anticipate that you will use your knowledge, abilities, and creative suggestions to effectively investigate, design, and execute numerous types of software. The monthly CTC for your work will be Rs.17000.

After the completion of probationary period, you will receive extra benefits and the appointment letter. You must present yourself to the head of our human resources division on 23<sup>rd</sup> May 2022 at 10.00 AM.

We are glad to send you this letter extending an offer to work as Web Developer. On your first day on the job, you must sign it in front of Issuing Authority.

Thank you,

HR Director

+91-9566773395

No. 102, Krishnarajapuram, Bengaluru, Karnataka 560016

spirensavvysoft@gmail.com

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





10-Feb-2022

Ms. Kirthiga P  
Mobile: 7639238137  
E Mail ID: [Pkeerthubepos@gmail.com](mailto:Pkeerthubepos@gmail.com)

Dear Kirthiga,

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

As agreed during our discussions this offer is valid provided you accept this offer in writing by **21-Feb-2022** and join us on or before **02-May-2022**. Under the terms of this offer:

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

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

# Mindspa Technologies

Kumaresan K

Date: 04.04.2022

Prince Shri Venkateshwara Arts and Science College  
Chennai

Dear Kumaresan,

We are pleased to offer you the position of Web Developer with Mindspa Technologies. We believe that you possess the necessary skills and experience to make a valuable contribution to our team.

The terms and conditions of your employment are as follows:

**Start Date:** 01.06.2022

**Compensation:** Your starting salary will be ₹18,500, paid monthly.

**Probationary Period:** The first six months of your employment will serve as a probationary period, during which your performance and suitability for the role will be assessed.

**Hours of Work:** Your regular hours of work will be 40 Hours and 5 Days of Work per week.

**Location:** Your primary place of work will be our Chennai. You may be required to travel occasionally for work-related purposes.

**Termination:** Either you or the Company may terminate your employment at any time, with or without cause, by providing 3 months' notice in writing. The Company may choose to pay salary in lieu of notices.

**Intellectual Property:** All intellectual property created by you during your employment with Mindspa Technologies shall be owned by the Company.

**Confidentiality:** You agree to keep confidential all Company information, trade secrets, and other proprietary information.

Please indicate your acceptance of this offer by signing below and returning the signed copy to us by 12.08.2022.

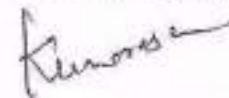
We look forward to welcoming you to our team.

For Mindspa Technologies,



Manager - Human Resources

I accept this Offer:



Candidate Name KUMARESAN.K

No. 11A, Bharathi Street, Gomathi Nagar,  
Chitalapakkam, Chennai - 600 073.  
Call : 97108 87756

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





July 04,2022

Lakshmi V  
NO: 9/52, M.G.R MAIN ROAD,  
CHENNAI-600126

Dear Lakshmi,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (here in after referred to as "Company") as **Technician - GBS Engineering in Grade 22**. You will be working in **Night shift** and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Chennai, subject to change as deemed by the company. We look forward to having you on board on **July 15,2022** 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.**

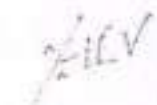
Your Target Cash will be **INR 2,50,000/- per annum**. The enclosed annexure 1 would give you the breakup of your TTC. Please note that this offer shall be valid subject to your clearing the Background verification check as per the Company's policies. As discussed, you will be issued a detailed appointment 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.

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

## ANNEXURE 1

Name: Lakshmi 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
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	Other Allowance*	0	Taxable Component
	<b>Cash Pay</b>	<b>2,11,815</b>	
	<b>Retirals</b>		
B	P.F*	21,240	Employer Contribution
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	<b>Total Target Cash</b>	<b>2,50,000</b>	

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*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
 GOWRIVAKKAM, CHENNAI - 600 074



# Cognizant

## Letter of Intent (LOI)

Superset ID: 1825940

March 21, 2022

Dear Latha M,

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

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

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

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

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

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

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

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources

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

April 08, 2022

HRD/ 1002267559/21-22

Ms. Lavanya Murugan  
No:10, Vaithiyalaingam Salai,  
Chitlapakkam,  
Chennai-600064  
India

Ph: +91- 9499007794

Dear Lavanya,

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

Here are the terms and conditions of our offer:

#### Joining

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

#### Location

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

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

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

#### Training

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

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





Date: 14-Dec-21

Dear Lavanya Lakshmi 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.

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

**TERMS AND CONDITIONS:**

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

*B. Kalpana*  
**PRINCIPAL**

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

**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

Infosys

Navigate your next

April 08, 2022

HRD/2T/ 1002267559/21-22

Ms. Lavanya Murugan  
No:10, Vaithiyalaingam Salai,  
Chitlapakkam,  
Chennai-600064  
India

Ph: +91- 9499007794

Dear Lavanya,

Welcome to Infosys!

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

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

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

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.04.08 11:09:25 IST  
Reason: Digitally signed  
Location: Bangalore

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

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





10-Feb-2022

Ms. Lavanya R  
Mobile: 9094334999  
E Mail ID: [lavanyaraman@gmail.com](mailto:lavanyaraman@gmail.com)

Dear Lavanya,

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

As agreed during our discussions this offer is valid provided you accept this offer in writing by **21-Feb-2022** and join us on or before **02-May-2022**. Under the terms of this offer:

- 1. Total Compensation:** As a regular full time, employee of the company your annual salary will be **Rs.2,50,000 (Two Lakhs and fifty Thousand Only)** and other benefits for **Rs 11,513 (Eleven Thousand Five Hundred and Thirteen Only)** Compensation will also be inclusive of your annual benefits such as the company's contribution to Provident Fund and Medical Reimbursement. A detailed break up of your salary is provided in Annexure A. All forms of compensation referred to in this letter are subject to deduction to reflect applicable withholding and payroll taxes.
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- 5. Leave:** No employee is eligible for any leave in the first 3 months of employment. Every employee will be eligible for 21 working days of annual leave thereafter. Please refer the Leave Policy for more details.

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



July 04,2022

Lavanya V  
NO: 15, VIVEK NAGAR,  
CHENNAI-600064

Dear Lavanya,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (here in after referred to as "Company") as **Technician - GBS Engineering in Grade 22**. You will be working in **Night shift** and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Chennai, subject to change as deemed by the company. We look forward to having you on board on **July 15,2022** at 8.30am at our **Chennai office**. The address is:

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Business Services, 6th Floor, Campus 5, RMZ  
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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**

*YV*  
**Yathi Venkatesh Human**

**Resources**

*B. Kalpane*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIVAKKAM, CHENNAI 600 064**



ANNEXURE 1

Name: Lavanya 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	
	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. Kalpane*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
 GOWRIYAKKAM, CHENNAI - 600 073.

23-Jul-2022

Dear LAVANYA V,

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

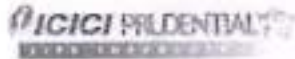
Components	Components Rs. Per annum
Basic	81,000
Supplementary Allowance	99,000
Employer's Contribution to PF	21,600
Statutory Bonus	7,000
Gratuity	3,894
Flexible Compensation Pay	57,506
<b>Total Fixed Pay</b>	<b>270000.00</b>

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

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

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





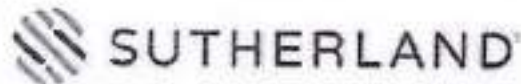
You are required to submit the requisite documents & proofs of successful completion of your graduation course within 6 months of joining the organization.

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

Best Regards,

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

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



June 06, 2022

Dear Lekha D,

**Congratulations! We welcome you to the family of Sutherland!**

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

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

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

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

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

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

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

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

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

*B. Kalpana*  
**PRINCIPAL**

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

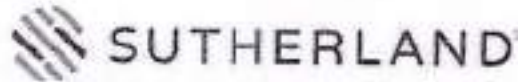


**Sutherland Global Services Private Ltd.**  
**Annexure**

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

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

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATACHARIAR  
ARTS AND SCIENCE  
GOWRIYAKKAM, CHENNAI



June 06, 2022

Dear Lithish Kumar V,

**Congratulations! We welcome you to the family of Sutherland!**

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

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

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

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

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

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

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

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

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

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



**Sutherland Global Services Private Ltd.**  
**Annexure**

Name of the Employee: Lithish Kumar V  
Designation: Associate-CS Internet  
Date of Joining: June 13, 2022  
Level: 1

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

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

Date: April 15, 2022

**OFFER & APPOINTMENT LETTER**

To,  
Loganayaki G

Dear Loganayaki,

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 05, 2022 and your appointment will be effective from the date of your joining.
2. Your monthly salary and annual salary details are included as an Annexure 1 to this letter. Your annual CTC will be ₹ 385600 which includes an annual bonus of ₹ 28000 payable at the completion of a year.
3. **Induction:** You will undergo a 2-3 day induction/training to familiarize you with the various services/solutions of Social Beat
4. Your future increments or promotion or any other salary increase shall be based on merit/grades considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
5. You will be on probation for a period of three months during which the leave policy will not be applicable. After successful completion of your probation, your services as a permanent Team Member will be confirmed in writing. You are eligible to avail 1 leave per month during your probation, which is a part of your Annual Leave Balance.
6. You may end your employment by giving two months' notice (for confirmed Team Members) or 30 days of notice (for Team Members on probation), or Social Beat may terminate your employment by giving you 15 days' notice, in lieu thereof. Team Members on probation can have their service terminated by Social Beat without any prior notice. You are eligible to avail 1 leave per month during your notice period, which is a part of your Annual Leave Balance
  - i. During the notice period, you will ensure that all the assigned work has been completed / handed over to the satisfaction of Social Beat before you are





**Annexure 1: Cost to Social Beat**

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

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

Signature B. Loganayaki  
Name: B. LOGANAYAKI  
Date: 15/4/2022

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



July 04,2022

Logapriya B  
NO: 3/160, PERUMBAKKAM MAIN ROAD,  
CHENNAI-600100

Dear Logapriya,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (here in after referred to as "Company") as **Technician - GBS Engineering in Grade 22**. You will be working in **Night shift** and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Chennai, subject to change as deemed by the company. We look forward to having you on board on **July 15,2022 at 8.30am** at our **Chennai office**. The address is:

**Flextronics Technologies India Pvt. Ltd Global  
Business Services, 8th 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-600 075.**



## ANNEXURE 1

Name: Logapriya B  
 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. 28,400/-	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.

Dear Ms R. Logapriya,

31<sup>st</sup> May 2022

This has reference to your application and subsequent discussion you had with us. We are pleased to offer you the position of **Social media manager & content writer**. First three months will be a training period and salary will be Rs, 15,000/- ( Rupees Fifteen thousand ). After three months the CTC will be revised based on the performance after a discussion with our directors.

This offer remains valid on the following conditions which are in accordance with the organizational process:

1. Medical fitness is key to your being able to contribute to the business, the onus of submitting a medical fitness report from a recognized medical doctor or a hospital rests with you, you may be asked to provide the medical fitness certificate upon your joining.
2. The Company gives enough focus on corporate governance and ethical practices at the work-place; you also agree that credential checks are fundamentally a good process to ascertain the background of the employee to be able to support the organizational process of ethics at the work-place. Therefore you agree that the company can do necessary credential checks/reference checks to ascertain your credential fit to occupy any position in the organization.
3. You declare that you do not have any relatives working in any firm that is in competition with Optimal Nutrition Protocol. Relatives are defined as any blood relations, cousins, in-laws, spouse and spouse relatives.
4. You declare that you do not have any legal / court cases pending against you in India or any part of the world.
5. You declare that you are not a director/partner in any firm.
6. You will join the Company at the mentioned office on or before **13<sup>th</sup> June 2022**.
7. In the event the above is not favourable, you agree that the company can regret the offer without detailing any reasons further.
8. We would like to reiterate that this communication is private and confidential and not intended for perusal or information of any third party.

A detailed appointment letter will be issued to you, subsequent to your joining us. Kindly indicate on the copy of this letter your acceptance of our offer. We look forward to your being part of the group and we wish you the best. As per our company policy, you are required to carry the necessary documents (as per details enclosed) on the day of joining

For Optimal Nutrition Protocol,

Versha Easwaran  
Founder Director

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESH  
ARTS AND SCIENCE COLLEGE  
GOWDARAKKAM, CHENNAI  
+91 98405 21650  
info@optimalnutritionprotocol.com  
www.optimalnutritionprotocol.com  
#7/15, Raja Veedhi, Choolaimedu, Chennai - 94



Date: March 11, 2022

Ref: LTI/HR/Campus/NE5/2022

Name: LOKESH M

College: Prince Shri Venkateshwara Arts and Science College

OFFER OF EMPLOYMENT

Dear LOKESH M,

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.3,34,000/- 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*

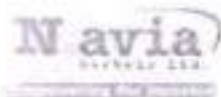
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.

ANNEXURE-1

Name : LOKESH M		Date : March 11, 2022	
Salary Grade : AT1			
Components	Rs. p.a.	Rs. p.m.	
Basic			15,000
Bouquet of Benefits			6,015
Bonus			1750
A. Base Salary (PA)	273,180		22,765
Annual Incentive	0		
B. Total Variable (PA)	0		
C. Total Target Cash (A+B)	273,180		
Provident Fund (PF)	21,600		1,800
Gratuity	8,664		722
Mediclaime Premium	10,556		
D. Retirals & Other Benefits	40,820		
Cost to Company (CTC) C+D	314,000		

*B. Kalpave*  
PRINCIPAL  
PRINCE SHRI VENKATESHWAR  
ARTS AND SCIENCE COLLEGE  
COMPTONVALE, CHENNAI - 600 071.





**LETTER OF APPOINTMENT**

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

Dear Logeshwari K

Employee ID: 1814

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.

*B. Kalpane*  
**PRINCIPAL**

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

Registered & Corporate Office

**NAVIA MARKETS LIMITED**

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

Tel: +91-44-3918 9449, Fax: 044-26214169, E-mail: support@tradeplusonline.com, www.tradepusonline.com, CIN: U65993TN1994PLC010167 "tradepus" is the online brand of Navia Markets Ltd.

Your Salary Details are mentioned below as Annexure I

COMPENSATION SHEET		
Emp Name	Logeshwari K	
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	As Per "Decide Your Pay" (DYP) scheme.	
<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 encashed 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  
17:26:16 +05'30'

**D.Ashok Kumer**  
Manager - Humana Resources

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

I shall report for duty on 17/2022

Place:  
Chennai.

  
Signature

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: 044-28214169, E-mail: support1@tradeplusonline.com, www.tradeplusonline.com, CIN: U65993TN1994PLC010167 "Tradeplus" is the online brand of Navia Markets Ltd.

  
**B. Kalpana**  
PRINCIPAL  
PRINCE SHRI VENKATESH  
ARTS AND SCIENCE COL:  
GOWRIVAKKAM, CHENNAI - 600 073.



## ANNEXURE 1

Name: Logeshwarl N  
 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. 28,400/-	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

Logeshwari N  
NO: 4, KOVALAN 2ND STREET,  
CHENNAI-600117

Dear Logeshwari,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (here in after referred to as "Company") as **Technician - GBS Engineering in Grade 22**. You will be working in **Night shift** and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Chennai, subject to change as deemed by the company. We look forward to having you on board on **July 15,2022** 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  
GDWRIVAKKAM, CHENNAI-600 07.



# United Technology

22-04-2022

**MADHAN KUMAR T**

Prince Shri Venkateshwara Arts and Science College

Dear Madhan Kumar,

We are pleased to offer you the position of **Junior Social Media Analyst** at United Technology. We were impressed by your qualifications and experience, as well as your passion for social media and digital marketing.

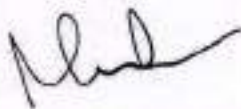
As a Social Media Analyst, you will be responsible for analyzing, monitoring, and reporting on our social media presence, as well as developing and implementing social media strategies to improve our online engagement and brand awareness. Your role will also involve creating content and managing social media campaigns across various platforms, including Facebook, Twitter, Instagram, LinkedIn, and YouTube.

We are offering you a starting salary of **1,85,000** per year, along with a comprehensive benefits package that includes health insurance, paid time off, and retirement savings. Your employment will begin on 1-6-2022, and you will report directly to Subburam kumar.

As a member of our team, you will have the opportunity to work with a talented and dedicated group of professionals who are committed to achieving our company's goals. We believe in fostering a culture of creativity, collaboration, and innovation, and we are excited to have you join us in this journey.

Please indicate your acceptance of this offer by signing and returning a copy of this letter by 28-4-2022. We look forward to welcoming you to the team.

Sincerely,



Muthukumaran

Agreed and Accepted by,

  
Madhan Kumar T

B. Kalpana  
PRINCIPAL

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

# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/B1  
A Madhan raj  
Chennai

June 03, 2022

Sub: Letter of Intent

Dear A Madhan raj,

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

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

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

You are required to join us on or before **June 08, 2022** at 9:30 a.m. sharp at **Global Content Transformation Private Ltd, 4th Floor, work easy space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096**, failing which this offer stands withdrawn. Your formal appointment letter shall be given to you after completion of your joining formalities.

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

Look forward to a long & meaningful association with you.

Thanking you,  
For Global Content Transformation Pvt Ltd.

Jaya Chandran  
General Manager – Human Resource

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

**Global Content Transformation Private Limited**

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

APTARACORP.COM



# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

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

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

**Note:**

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

For Global Content Transformation Pvt Ltd.

Jaya Chandran  
General Manager – Human Resources

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

**Global Content Transformation Private Limited**

Registered Office: Flat No. 36, 3rd Floor, Sakar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA  
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/68 CMR,  
Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600099

APTARACORP.COM



July 04,2022

Madhesh P  
NO: 12, MATHIYALAGAN 1ST CROSS STREET,  
CHENNAI-600061

Dear Madhesh,

We refer to the discussions you had with us and are pleased to offer you a position in Flextronics Technologies India Private Limited (here in after referred to as "Company") as Technician - GBS Engineering in Grade 22. You will be working in Night shift and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Chennai, subject to change as deemed by the company. We look forward to having you on board on July 15,2022 at 8.30am at our Chennai office. The address is:

Flextronics Technologies India Pvt. Ltd Global  
Business Services, 6th Floor, Campus 5, RMZ  
Minnia 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: Madesh 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:

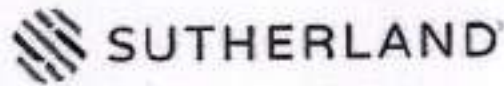
Component	Maximum eligibility per annum	Criteria for claims
Gifts Card	Rs. 4,500/-	Annually
Meal Card	Rs. 26,400/-	Monthly

(\*) – 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





June 06, 2022

Dear Madhumitha P,

**Congratulations! We welcome you to the family of Sutherland!**

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

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

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

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

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

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

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

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

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

*B. Kalpane*  
**PRINCIPAL**

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



**Sutherland Global Services Private Ltd.**  
**Annexure**

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

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

*B. Kalpana*  
**PRINCIPAL**

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

**LETTER OF APPOINTMENT**

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

Dear Mahalakshmi B

Employee ID: 1826

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.

*B. Kalpana*  
**PRINCIPAL**

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE

Registered & Corporate Office **GOWRIVAKKAM, 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: U65993TN1904FLC010167 "Tradeplus" is the online brand of Navia Markets Ltd.



23-Jul-2022

Dear MAHALAKSHMI E,

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

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

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

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

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

Your Salary Details are mentioned below as Annexure I

COMPENSATION SHEET		
Emp Name	Mahalakshmi B	
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	As Per "Decide Your Pay" (DYP) scheme.	
<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 pa	

**Notes:**

1. Paid leave can be encashed 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  
13:09:16 +05'30'

**D.Ashok Kumer**  
Manager - Humana Resources

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

I shall report for duty on 1/7/22

Place:  
Chennai.

Registered & Corporate Office

*Maha.B.*  
Signature  
**B. Kalpana**  
**PRINCIPAL**

**NAVIA MARKETS LIMITED**

'Ganga Griha' 4th & 5th Floor, No.9, Nungambakkam High Road, Chennai - 600 015

T: +91-44 3918 9449, Fax: 044-28214169, E-mail: support@tradeplusonline.com

U65993JN1994PLC010167 "Tradeplus" is the online brand of Navia Markets Ltd.

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



23-Jul-2022

Dear MAHALAKSHMI M,

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

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

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

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

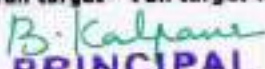
The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue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

*H. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
AKKAM, CI

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

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

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

  
**PRINCIPAL**  
 PRINCE SHRI VENKATESHWARA  
 ARTS AND SCIENCE COLLEGE  
 COWRIVAKKAM, CHENNAI-600011



20th May, 2022

Mahalakshmi K  
Chennai

Dear Mahalakshmi,

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

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

**Annexure 1: Terms and Conditions**

**Annexure 2: Compensation Details**

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


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

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

Yours Sincerely,



Hari Ganapathy & Srinath Shankar  
Founder(s) - PickYourTrail

 MAHALAKSHMI K  
Acceptance Name

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

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

Best Regards,

*Subhashish Banerji*

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

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





**Date: 14-Dec-21**

**Dear Mahalakshmi R,**

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

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

**TERMS AND CONDITIONS:**

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

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE**

**COMBIVAKKAM CHENNAI 600 077**

**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





July 04, 2022

Mahalakshmi S  
NO: 1A, VINAYAGAR KOVIL STREET,  
CHENNAI-600126

Dear Mahalakshmi,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (here in after referred to as "Company") as **Technician - GBS Engineering in Grade 22**. You will be working in Night shift and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Chennai, subject to change as deemed by the company. We look forward to having you on board on **July 15, 2022** at 8.30am at our Chennai office. The address is:

**Flextronics Technologies India Pvt. Ltd Global  
Business Services, 8th 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. Kalpane*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



## ANNEXURE 1

Name: Mahalakshmi S  
 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."

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

Date: March 11, 2022  
Ref: LTI/HR/Campus/NE6/2022  
Name: MAHESH R  
College: Prince Shri Venkateshwara Arts and Science College

OFFER OF EMPLOYMENT

Dear MAHESH R,

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

During the initial training period, 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  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



ANNEXURE-1

Name : MAHESH R		Date : March 11, 2022	
Salary Grade : AT1			
Components	Rs. p.a.	Rs. p.m.	
Basic		15,000	
Bouquet of Benefits		6,015	
Bonus		1750	
A. Base Salary (PA)	273,180	22,765	
Annual Incentive	0		
B. Total Variable (PA)	0		
C. Total Target Cash (A+B)	273,180		
Provident Fund (PF)	21,600	1,800	
Gratuity	8,664	722	
Mediclaime Premium	10,556		
D. Retirals & Other Benefits	40,820		
Cost to Company (CTC) C+D	314,000		

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

Date: March 11, 2022  
Ref: LTI/HR/Campus/NE6/2022  
Name: MAHESWARAN A  
College: Prince Shri Venkateshwara Arts and Science College

OFFER OF EMPLOYMENT

Dear MAHESWARAN A,

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.



**ANNEXURE-1**

Name : MAHESWARAN A		Date : March 11, 2022	
Salary Grade : AT1			
Components	Rs. p.a.	Rs. p.m.	
Basic		15,000	
Bouquet of Benefits		6,015	
Bonus		1750	
A. Base Salary (PA)	273,180	22,765	
Annual Incentive	0		
B. Total Variable (PA)	0		
C. Total Target Cash (A+B)	273,180		
Provident Fund (PF)	21,600	1,800	
Gratuity	8,664	722	
Mediclaime Premium	10,556		
D. Retirals & Other Benefits	40,820		
Cost to Company (CTC) C+D	314,000		

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



Malathi E  
No: 5, Mahalakshmi Street,  
Thilagavathy Nagar,  
Chennai – 600 059

Dated 11<sup>th</sup> May 2022

Dear Malathi,

We are pleased to appoint you in our organisation as Software Developer Trainee.

1. Date of Appointment: Your appointment is effective from the date of joining, which shall not be later than 03<sup>rd</sup> June 2022.

2. Compensation: You will be paid a gross salary of Rs. 2,20,360/- (Rupees Two Lakhs Twenty Thousand Three Hundred and Sixty only) per annum.

3. Probation: You be in probation for the first 6 Months in employment after which you will be confirmed based on your performance.

4. Location: You will be based at Chennai and you may be relocated to any place in or outside Chennai for business reasons. If you are relocated to a place outside Chennai, you will be paid an additional allowance, at the discretion of the management, towards living expenses.

5. Responsibilities: You will diligently carry out, to the best of your ability, all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, business or occupation. You must effectively perform to ensure results and will be expected to work extra hours to achieve this whenever the job so requires.

6. Holidays & Leaves:

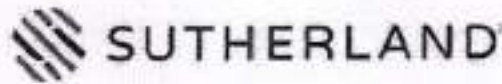
**Paid Casual Leave:** The entitlement is based on continuity of your service. Other terms and conditions will be applicable to you as per the prevailing policy.

**Holidays:** You will be provided 10 holidays in a year which may consist of fixed days of holidays and flexible religious holidays and may be availed as per the policy in force.

Octoze Technologies (P) Ltd,  
32, 1<sup>st</sup> Main road,  
Chandrasekar Avenue  
Chiyam, Thorapakkam  
Chennai – 600 097

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073  
Ph: 98404424652582  
Email: support@octoze.com  
www.octoze.com





June 06, 2022

Dear Malathi E,

**Congratulations! We welcome you to the family of Sutherland!**

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

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

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

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

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

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

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

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

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

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

**Sutherland Global Services Private Ltd.**  
**Annexure**

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

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

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



23-Jul-2022

Dear MANGAYARKKARASI N,

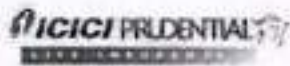
We are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT at Level - 1 of our Company.

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

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

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

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



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

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

Best Regards,

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

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





Company Confidential

10<sup>th</sup> February'22

Manikandan S  
Chennai

Dear Manikandan

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

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

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

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

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

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

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

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

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

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

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

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

CONNEQT BUSINESS SOLUTIONS LIMITED, REGD. OFFICE: 4 & 5/F, COVALE TOWNSHIP, CHINNAI FORT ROAD, SECTOR-1, HYDRABAD BRIDGE, TAMILNADU, INDIA. TEL: +91 4000 81000.  
On: 08440073399/07399 www.conneqt.com/india

A SUBSIDIARY OF GUESS CORP

*B. Kalpana*  
**PRINCIPAL**

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

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

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

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

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

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

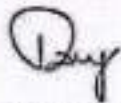
In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

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

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

With Best Regards,

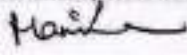
For Conneqt Business Solutions Limited.



Tony Jacob Joseph  
Associate Vice President - Human Resources.

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

Signature:



Name: HANICANDAN

Date: 10-04-22

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





Company Confidential

10<sup>th</sup> February'22

Manikandan T  
Chennai

Dear Manikandan

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

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

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

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

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

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

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

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

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

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

CONNEQT BUSINESS SOLUTIONS LIMITED, HEAD OFFICE: 1 & 2A, BOYAL NAHIC, CHENNAI 600 073. BRANCHES: HYDRABAD, BANGALORE, TELANGANA, KERALA, TEL. 044 4000 8700. CH. HR@CONNEQT.COM, CHENNAI HR@CONNEQT.COM

A SUBSIDIARY OF QUESST CORP

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

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

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

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

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

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

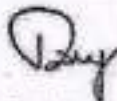
In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

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

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

With Best Regards,

For Conneqt Business Solutions Limited.



Tony Jacob Joseph  
Associate Vice President - Human Resources.

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

Signature: *Manikandan*

Name: *Manikandan . T*

Date: *10.7.22*

*B. Kalpane*  
**PRINCIPAL**  
 PRINCE SHRI VENKATESHWARA  
 ARTS AND SCIENCE COLLEGE  
 GOWRIVAKKAM





July 04,2022

Manisha M  
PLOT NO: 60, GANDHI NAGAR,  
CHENNAI-600126

Dear Manisha,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (here in after referred to as "Company") as **Technician - GBS Engineering in Grade 22**. You will be working in **Night shift** and the Company in its sole discretion can change the shift as per business requirement. Your base location would be **Chennai**, subject to change as deemed by the company. We look forward to having you on board on **July 15,2022 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**

Yathil Venkatesh Human

Resources

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

## ANNEXURE 1

Name: Manisha M

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  
 CHIRIVAKKAM, CHENNAI-600 072



## Offer Mail - NextGen Trainee

Yogesh Raman <yogesh.r@ciglobalsolutions.com>  
To: manjumohan45@gmail.com

Fri, 6 Jun 2022 at 1:51 pm

Dear Manju,

We are pleased to extend to you an offer of employment as a NextGen Trainee with CI Global Technologies. Your total CTC will be INR 3,02,560 (Rupees Three Lakhs Two Thousand Five Hundred and Sixty Only) per annum (subject to deduction of the statutory liabilities, if any). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for. Your date of joining would be 7<sup>th</sup> July 2022 (Thursday).

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check, and appropriate identification verification) being conducted by either CI or an appropriate third party, and the results of such background checks being favorable in CI's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by CI. If the terms and conditions are acceptable to you, kindly send us an acceptance mail at the earliest to confirm the date of joining.

At CI, we are greatly excited about the challenging and rewarding work environment. You will be an important part of a culture that is driven to improve and outperform.

We welcome you to join us in this exciting journey.

Thanks,  
Yogesh Raman  
Human Resource

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

### CI Global Technologies

Plot - T1-A, Seventh Street, V.S.J Estate - Phase II  
Thiruvanniyur, Chennai 600 041 India



Mobile: +91 99402 41533

Ph: +91-44-4864 6685

www.ciglobaltech.com



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Company Confidential

10<sup>th</sup> February'22

Manjupriya M  
Chennai

Dear Manjupriya

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

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

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

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

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

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

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

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

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

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

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

CONNEQT BUSINESS SOLUTIONS LIMITED, HEAD OFFICE: 1A/11, GOWRI PRINCE CHOWK ROAD, BEGGUMPET, HYDRABAD 500082, TELANGANA, INDIA. TEL: +91 9848182166  
Chennai Office: 10/10, GOWRI PRINCE CHOWK ROAD, BEGGUMPET, HYDRABAD 500082, TELANGANA, INDIA. TEL: +91 9848182166

A SUBSIDIARY OF GUESSE CORP

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



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

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

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

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

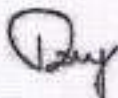
In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

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

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

With Best Regards,

For Conneqt Business Solutions Limited.



**Tony Jacob Joseph**  
Associate Vice President – Human Resources.

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

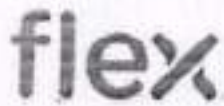
Signature:

Name: **MANJUPRIYA . M**

Date: **6-2-22**

*B. Kalpana*

**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**CAWRIVAKKAM, CHENNAI 600 077**



July 04, 2022

Mathiyazhagan K  
NO:14, G1, SRI KAMACHI BUILDERS,  
CHENNAI-600117

Dear Mathiyazhagan,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (here in after referred to as "Company") as **Technician - GBS Engineering in Grade 22**. You will be working in Night shift and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Chennai, subject to change as deemed by the company. We look forward to having you on board on **July 15, 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: Mathiyazhagan K  
 Designation: Technician - GBS Engineering  
 Grade: 22  
 Compensation Structure:

	Component	Annual (INR)	
A	Basic	89,630	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 dependant upon company performance and in accordance with the bonus plan for your organization."

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

23-Jul-2022

Dear Mathumalini E,

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

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

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

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

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

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



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

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

Best Regards,

*Subhashish Banerji*

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

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



# S.K.BIOTECH

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

17th July 2020

## PROVISIONAL LETTER OF OFFER

To

Menaga R

Prince Shri Venkateshwara Arts and Science College

Dear Menaga,

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

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

Your first day of office will be August 03, 2020.

Note:

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

We require that you have a Bachelor's degree in a life science or a related field. Additionally, you should have excellent attention to detail, strong analytical and problem-solving skills, and the ability to work independently and as part of a team.

We look forward to you joining our company.

Sincerely,

Priya Kamalesh

Manager - HR

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





Letter of Intent

April 26, 2022

P.Menaka  
Prince Shri Venkateshwara Arts and Science College, Chennai  
Dear P.Menaka,

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

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

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

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

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

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

Yours faithfully,

For HEXAWARE TECHNOLOGIES LIMITED

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC

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



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax: +91 22 6791 9500  
ICIN: L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

## Annexure:-

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

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

Yours sincerely,  
For Just Dial Limited

*Madhulika*

Madhulika Singh

Regional Head - Human Resources

*B. Kalpana*  
**PRINCIPAL**

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





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10<sup>th</sup> February'22

Merlin K  
Chennai

Dear Merlin

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

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

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

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

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

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

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

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

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

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

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

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

CONNEQT BUSINESS SOLUTIONS LIMITED, HEAD OFFICE: 1A/27, ADINA STREET, CHENNAI FORD LINE, SECTOR-1, HOUSING BOARD AREA, TRUSTBANK, 600016, CHENNAI. TEL: 044 4000 0148. QIN: 40000148@conneqt.com www.conneqt.com

A SUBSIDIARY OF GUESS CORP

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



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

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

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

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

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

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

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

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

With Best Regards,

For Conneqt Business Solutions Limited.

Tony Jacob Joseph  
Associate Vice President - Human Resources.

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

Signature:

Name: HERLEN  
Date: 5-2-22

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