



LETTER OF OFFER

21-November-2023

Dear Parvatha Varshini V,

Candidate ID CD044135

Band 1

Designation Trainee

Congratulations!

We are pleased to extend this offer of employment for the position of Trainee at an annual CTC of INR 2,79,675/- with Thryve Digital Health LLP at our Chennai office. You may refer to Annexure I for the detailed break-up of your salary structure.

You are required to report to Thryve Digital Health LLP on 30-November-2023 at 10:30 am. As we are virtually onboarding during pandemic period, our onboarding team member will get in touch with you to complete the onboarding formalities over a call.

You will be on a training and evaluation for a period of 6 (six) months from the date of joining the company, on the completion of this period you will be automatically confirmed in your post provided your work and conduct are found to be satisfactory. The company has the right to extend your evaluation period up to another 3 (three) months if need be. If you are absent from work due to leave of absence for more than 14 calendar days, your training and evaluation period shall be extended by a period equal to the duration of such absence.

During this period, you will be eligible for Sick Leave only and any other leave will be solely at the discretion of the Manager Your Annual Leave will accumulate for the evaluation period and be credited to you at the end of the said period

During the training and evaluation period, or any extension thereof, you may be required to undergo training courses, instructions and to pass certifications and tests (either internal or external), as a condition for the satisfactory completion of probation

During evaluation phase, the period of notice required for cessation of employment is 14 calendar days on either side.

Please accept the offer in the candidate portal / sign the copy of this offer letter/reply via email within 5 days of receipt of this offer to indicate your acceptance.

At this time of joining you will be required to upload the photocopies of the following documents in candidate portal & originals (for verification) when requested.

1. Relevant Educational Certificates (from 10 onwards)
3. ID proof-Aadhar/Pan Card/Passport

2. Residential Proof

4. Recent photograph (4 passport sizes)

Please note the offer is valid subject to verification of your documents related to both education and work experience as mentioned in your profile and you clearing the Background verification and medical tests. You agree and understand that if in any manner the background verification fails, Thryve reserves its right to terminate you with seven days' notice.

For Thryve Digital Health LLP

Shrinivas Ayyagari  
Chief Human Resources Officer

THRYVE DIGITAL HEALTH LLP

Registered Office: 8<sup>th</sup> Floor (Module 1 to 4) Cambridge Tower, Ramanuja IT City SEZ, Rajiv Gandhi Salai (OMR) Taramani, Chennai-600 113.  
Ph: 044 66511000 | Fax: 044 66511001

LLPIN: AAG-3313. THRYVE DIGITAL HEALTH LLP is registered with limited liability under the Limited Liability Partnership Act of 2008

Thryve confidential

B. Kalyane  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 111





Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthi Seva Nagar  
Bangalore 560005

optum.com

16<sup>th</sup> June 2023

Pavithra Anandhan,  
No: 12, Poombuhar Street, Chitlapakkam,  
Chennai, Tamil Nadu - 600064.

Dear Pavithra Anandhan,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Health & Technology (India) Private Limited ("the Company") in the position of **Process Associate** at the Company's office located at Chennai, on the terms and conditions set out hereinafter.

#### EMPLOYMENT

Your effective date of joining shall be no later than June 21<sup>st</sup>, 2023. Your employment with the Company shall be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date. You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

Any reference to the Company's policies in this offer letter means DHT-Epi Source policies.

#### PROBATION

You shall serve a minimum probation period as follows from the date of your joining the Company ("Probation") following which your employment with the Company shall be confirmed.

- 4-6 months for Trainees & Medical Coders
- 6 months for Executive coder to Team coach/QA and support functions
- 6-9 months for TL to AM

The Company reserves the right to extend the Probation period for an additional 30 days in the event of your performance being dissatisfactory. You shall be deemed to continue on Probation until you are confirmed and your confirmation has been communicated to you.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies whereof shall be made available to you upon request, but which otherwise are available on the Company's website or HRMS portal.

During the period of Probation, either the Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, One Month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 2.6 of Appendix 3 to this letter of appointment.

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthi Seva Nagar Bangalore 560005

CIN: U74910KA2009PTC036515 Phone +91 80 4257300 E-MAIL: [hr@optum.com](mailto:hr@optum.com) Website: [www.optum.com](http://www.optum.com)

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



# Optum

Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No. 18, Banaswadi Main Road, Maruthi Seva Nagar  
Bangalore 560005

[optum.com](http://optum.com)

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of Optum Health and Technology (India) Private Limited. We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to Optum Health and Technology (India) Private Limited. On your first day of employment, please report to our office located at Chennai at 8.30 AM along with the documents as mentioned in the Appendix 2. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Pavithra Anandhan, we thank you for considering Optum Health and Technology (India) Private Limited as your future employer. We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do your **life's best work**™.

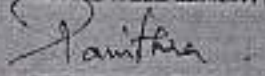
For Optum Health and Technology (India) Private Limited



Amber Alam - Director


I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:



Date: 16-06-23

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthi Seva Nagar Bangalore 560005  
CIN: U74910KA2005PTC036515, Phone: 91 80 4257306 Email: [Incpted@optum.com](mailto:Incpted@optum.com), Website: [www.optum.com](http://www.optum.com)

  
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Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No 18, Banaswadi Main Road, Maruthiseva Nagar  
Bangalore 560005

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ANNEXURE

Name : Pavithra Anandhan		
Designation : Process Associate		
SALARY COMPONENTS	ANNUALLY (₹)	MONTHLY (₹)
Basic	1,02,001	8,501
HRA	75,000	6,250
Statutory Bonus	7,000	583
Provident Fund	21,600	1,800
Gratuity	4,907	409
Mediclaim Insurance	7,044	587
Other Allowances	82,448	6,871
<b>CTC</b>	<b>3,00,000</b>	<b>25,000</b>

The Gratuity accrued is payable to the employee as per the provisions of the Payment of Gratuity Act.  
The structure is subject to tax deduction as applicable at source and applicable statutory rules.

CTC is a confidential information. Disclosure of your CTC will be considered as violation of code of conduct.

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthiseva Nagar Bangalore 560005

CIN : U74916KA2005PTC006515, Phone +91 80 4257300 Email: [hr.contact@optum.com](mailto:hr.contact@optum.com), Website: [www.optum.com](http://www.optum.com)

*B. Kalpana*  
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GOWRIVAKKAM, CHENNAI 600 715



Barclays Global Service Centre Private Limited  
DLF IT Park, Level 8, Building 9A and B  
Nandambakkam Post, Ramapuram,  
Mount Poonamallee Road, Manapakkam, Chennai  
Tamil Nadu  
600089  
India  
Phone: +91 2261752000

29 September 2022  
D Pavithra  
36, Sai Four Squares, G1,  
Kamaraj Street,  
Kovilambakkam,  
600117

Dear D Pavithra,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sanjeev Mishra  
Director HR Operations - GSC India

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gere Commerzone SEZ, Survey No. 65,  
Kharadi, Pune 411014  
CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

*B. Kalpana*  
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GOWRIVAKKAM, CHENNAI-600 073.



Salary

Components	In INR Per Annum
Basic salary	180,000.00
House Rent Allowance	90,000.00
Flexible Benefit Plan (see further "Statutory and Other Benefits" below)	90,000.00
<b>Annual Salary</b>	<b>360,000.00</b>
<b>Statutory Bonus</b>	<b>24,802.00</b>
<b>Employer's ESI Contribution (Employee State Insurance)</b>	<b>0.00</b>
Provident Fund (Employer's Contribution)	21,600.00
Gratuity (per Company policy)	8,654.00
<b>Total Fixed Pay</b>	<b>415,056.00</b>
Target In-Year Discretionary Incentive Award	30,000.00
<b>Estimated Cost to Company (CTC)</b>	<b>445,056.00</b>

The target discretionary incentive award is for illustrative purposes only. Payment of any discretionary incentive award is at the absolute discretion of Barclays, and is also subject to the applicable plan rules from time to time in force. You may not receive any discretionary incentive award, or may receive an amount less than the target. Awards may be delivered in a form other than cash, and may be deferred. If you are eligible to receive a discretionary incentive award that is not annual (e.g. it is monthly or quarterly), then you are not eligible to be considered for an annual award.

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 28th (or the prior working day if the 28th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

Discretionary Incentive Award

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

Annual Leave

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

*B. Kalpana*  
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Date : 12th June, 2022

Private & Confidential

To,  
Pavithra,

Subject: Offer Letter

Dear Pavithra,

It gives us great pleasure to welcome you to be a part of Expertrons Technologies Pvt. Ltd. family.

Further to your application and subsequent interview, we are pleased to offer you the position of **Business Development Executive**. Your date of joining would be **15th June 2023**.

We will be offering you this position at an emolument of **Rs. 4,20,000 (Four Lakhs Twenty Thousand Only) per annum**, which includes a (Fixed Gross Monthly Component of **Rs. 27,500/-** Fixed Incentive (disbursed quarterly) Component of **Rs. 2,500/-** and Monthly Variable Component of **Rs. 5,000/-**) per month consolidated as mentioned in Annexure A. The organization currently adheres to a two months' probation period. During this time you should evaluate the position to make certain it satisfies your job expectations and needs while management evaluates your suitability for the position.

We believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with **Expertrons**.

Your appointment will be governed by the terms and conditions presented in **Annexure A**.

In addition to the key policies mentioned on the following pages, you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies can be found on our HRMS. Please go through them immediately upon joining.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

*B. Kalpana*

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GOWRIVAKKAM, CHENNAI-600 073







26. Preceding, during and succeeding the period of employment, (i) you agree that you will not disparage or criticize the Company or its Affiliates, or their respective businesses, management, directors, business practices, or equity holders (the "Company Entities") and that you will not otherwise do or say anything that could disrupt the good morale, or otherwise harm the interests or reputations, of the Company Entities and (ii) you agree that you will not disparage or criticize the product, services or the offerings of the company on any public forum, blogs, social network etc. In case of breach of this clause, the company will be liable to take legal action against you.

27. You need to report to the office, Address: B1 - 401, Kanakia Boomerang, Chandivali Farm Road, Yedav Nagar, Chandivali, Powai, Mumbai, Maharashtra 400072.

I have negotiated, agreed, read, and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Congratulations!

Warm Regards,

*Krishna*

Krishna Sapariya  
HR Manager

Date: 15/06/2023

Name: Pavithra

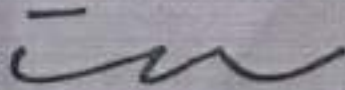
Place: Chennai

Signature: *Pavithra*

*B. Kalpana*  
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GOWRIVAKKAM, CHENNAI-600 073.







# INNOVATE NETWORKS

E-SERVICES PVT LTD.

## Letter of Offer

1st June 2023

Name: Pavithra K

Chennai

Phone no: +91 7545089806

Dear Pavithra K,

Thank you for giving us the opportunity to discuss possible employment with Innovate Networks E-Services Pvt Ltd

As a result of the discussions, we have had with you, we are delighted to make you an offer for the position of **Business Analyst**, at **Bangalore** on the following terms and conditions:

1. Your appointment will be effective on or before **10th July 2023**. Kindly advise us the date that would be convenient for you to join within the aforesaid date.
2. Your location of employment will be Bangalore, India ( Pruthvi Tower, Plot No. 1571/A, 1st Floor, 27th Main, Sector 2, HSR Layout, Bengaluru, Karnataka 560102).
3. Your annual compensation (Cost to Company/CTC) will be **INR 4,50,000 (Rupees Four lakhs Fifty thousand only)** details as per the annexure.
4. The following documents are to be submitted once you accept this offer.
  - Mark sheets- 10th, 12th, Graduate and Post Graduate mark sheets
  - Experience certificate - Relieving certificate from previous organization/s
  - Salary certificate - last 1 month pay slip of previous organization, Offer letter.
  - Certificate of address - Aadhar, Pan copy or passport copy
5. You will be eligible for earned leaves of 15 days and emergency leave of 5 days Annually. Earned Leave is credited on a monthly basis and the leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. You are entitled to 12 days of public holiday as declared by the Company in a calendar year (Jan to Dec).
6. You and your family will be entitled for a Health insurance benefit from the date of confirmation. A maximum sum insured of **INR 10,00,000/family**, includes spouse, 4 children under the age of 25 years and dependent parents.

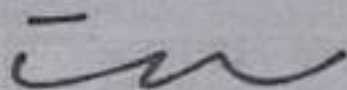
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#234, 1 Floor, 16th Main, 22 Cross, HSR Layout - Sector 3, Bangalore 560102 | Phone: 080-69-000-69

Email: [info@innovatenetworks.com](mailto:info@innovatenetworks.com)

CIN: U72400KA 2009PTC05 1984





# INNOVATE NETWORKS

E-SERVICES PVT LTD.

Annexure  
(Salary Break-up)

Name:	Pavithra K Business Analyst
Designation:	Bangalore
Location:	
CTC – INR Per Year	4,50,000
<b>Salary Components</b>	<b>INR Per Year</b>
Basic Salary	2,25,000
*Flexible Allowance Option	2,25,000
<b>Total Salary(A)</b>	<b>4,50,000</b>
Mediclaime,Personal accident, Term insurance benefits over and above CTC	

<i>Allowance</i>	<i>INR Per Year</i>	<i>Flexible Option Guidelines</i>	<i>INR Per Month</i>
HRA	1,12,500	Maximum up to 50% of basic Salary*	9,375
Conveyance Allowance	19,200		1,600
Medical Reimbursement	15,000		1,250
Special Allowance	78,300	Balance Amount	6,525
Ff(employer Contribution)		Inr 1,800 per month	

#234, 1 Floor, 16th Main, 22 Cross, HSR Layout - Sector 3, Bangalore 560102 | Phone: 080-69-000-69

Email: [info@innovatenetworks.com](mailto:info@innovatenetworks.com)

CIN: U72400KA 2009PTC05 1984



02nd March 2023

Ms. PAVITHRA MAHALINGAM,  
4, PONNIAMMMAN KOVIL II STREET, VI CROSS LANE,  
SHOLINGANALLUR, CHENNAI - 600119.

**APPOINTMENT LETTER**

Dear Ms. Pavithra,

We are pleased to appoint you as 'EXECUTIVE', in BUSINESS DEVELOPMENT (Neighbourhood) Department at Kauvery Hospitals Group, Chennai effective 02/05/2023, on the following terms and conditions:

1. **COST TO THE ORGANIZATION:** The details of the Salary is mentioned in the Annexure.
2. **PLACE OF POSTING:** You will initially be posted in the Kovilambakkam Unit. You shall be transferred to any of our existing Branches, Units, Department, Division that exists now or which may be set up in future within and outside the Indian Union, based on need and requirement. Upon such transfer, you will be governed by the rules and regulations as applicable of that Unit.
3. **ROLES & RESPONSIBILITIES:** You will be responsible for all functions that will be allocated to you by your reporting authority from time to time. You will discharge your duties up to the best satisfaction level of the Management. During the period of employment, you shall devote your entire attention and time for the Organization's business and you shall not be engaged in any other business activity directly or indirectly, without the permission of the company.
4. **Probation:** You will be on probation for six months from the date of joining. You will be considered for confirmation in your service after completion of the probationary period subject to your work, conduct and general performance being found satisfactory. Until confirmation in writing, you will continue to be treated as a probationary employee.
5. **BENEFITS:**
  - a) **Provident Fund:** You will be governed by the Organization Provident Scheme which is operated through the Regional PF Office.
  - b) **Gratuity:** You will be entitled to Gratuity, as per the Payment of Gratuity Act.
  - c) **Bonus:** You will be entitled to Bonus, as per the Payment of Bonus Act.
  - d) **Leave:** You will be governed by the Leave rules of the Organization as applicable from time to time.
6. **MEDICAL FITNESS:** Your appointment in the Organization is subject to the condition that you are medically, physically & mentally fit all the time. The Management may insist you to undergo

*B. Kalpana*  
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Page 1



reasonably in any way injure or adversely reflect on the name, goodwill or reputation of the Company or its products, logos or trademarks. In the event of failure to comply with good moral conduct, Company shall have the right, in its sole and absolute discretion to immediately terminate and additionally entitled to claim damages or suitable remedy as per the provisions of law.

#### 15. DISPUTE:

Any dispute arising out of or in connection with your employment with the Company, including any question arising out of or in relation to or in connection with this document and any matter during the continuance of your employment or after termination thereof, such disputes or difference shall be tried to resolve amicably between you and the Company through mutual discussion. In the event of non-resolution of the dispute amicably between the parties it shall be referred to and resolved through arbitration. The place of Arbitration shall be at Chennai and the language of arbitration shall be English. Arbitration shall be done in accordance with the Indian Arbitration and Conciliation Act. In the case of arbitration, a single arbitrator will be appointed and the arbitrator shall provide a reasoned award. The outcome of the arbitrators shall be binding on you and the Company.

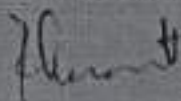
#### 16. JURISDICTION

Subject to arbitration provisions referred to above, the Parties irrevocably submit to the exclusive jurisdiction of the courts in Chennai, India.

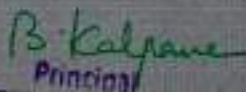
Please confirm and signify your acceptance of the terms and conditions stated above by signing the duplicate copy of this letter.

We heartily welcome you for a long and happy association.

For Kauvery Hospital



Kaarthik R.  
DGM Operations



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



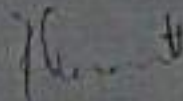
ANNEXURE-A

Name : Pavithra Mahalingam DOJ : 02/05/2023  
 Designation : Executive Department : Business Development (Neighbourhood)  
 Grade : S8 Location : Kovilambakkam, Chennai


Components	MONTH	ANNUAL
Basic	13500	16200
HRA	6750	81000
Conveyance allowances	1600	19200
Medical allowances	650	7800
<b>Total Amount (A)</b>	<b>22500</b>	<b>270000</b>
Retiral Benefits		
Provident Fund (Employer Contribution)	1,950	23400
Bonus/Ex-gratia	1125	13495
Gratuity	649	7788
<b>Total Amount (B)</b>	<b>3,724</b>	<b>44,683</b>
<b>Cost to Company (A+B)</b>	<b>26,224</b>	<b>3,14,683</b>

- Individual compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax is to be borne by the employee.
- The Payment of Gratuity will be subject to the provisions of The Gratuity Act 1972.
- Statutory bonus will be paid annually during the month of Diwali festival, as per the rules.
- It is expected that individual compensation package should not be shared with other employee business associates.

For Kauvery Hospital



Karthik R.  
DGM Operations

  
Principal  
PRINCE SHRI NERKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 071



Date: 11th August 2023,

Ms. Pavithra M.,

Congratulations! Athenese-Dx would like to offer you the position of "Production Executive", You will report directly to Mr. Dilip Singh – Senior Production Executive & Ms. Malarvizhi – Senior QC Executive.

Your responsibilities will include but not be limited to:

**JOB RESPONSIBILITIES:**

1. **Reagent Formulation:** Prepare and formulate various ELISA reagents and kits according to standard operating procedures (SOPs).
2. **Packaging and Labelling:** Monitoring the reagents filling and packing activities. Ensuring compliance with relevant regulations and guidelines.
3. **Batch Record Keeping:** Create and maintain batch records for each batch of reagents and kits produced, including detailed information on production processes Both manual record & SAP software.
4. **Troubleshooting:** Identify and resolve issues that may arise during the production process, such as inconsistencies in reagent performance or equipment malfunctions.
5. **Equipment Maintenance:** Coordinate for regular maintenance and calibration of equipment and instruments used in the production process.
6. **Process Improvement:** Collaborate with other team members to continuously improve production processes.
7. **Compliance and Safety:** Adhere to all safety protocols, industry regulations, and company policies while working in the production rooms.
8. **Maintaining Cleanliness:** Maintain a clean and organized workspace to prevent contamination and ensure a safe working environment.

Your start date will be on or before **15th September 2023**.

Your salary will start at **Rs.30,000/Month** (Gross salary), refer to ANNEXURE – A for detail.

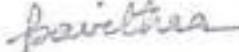
If you accept this job offer, please sign this letter, and return it to us at your earliest convenience. Please provide the required documents (ANNEXURE -B) to establish your employment.

Welcome to ADX! Please contact me for any additional questions you may have regarding the position.

For Athenese-Dx Private Limited,

HR Manager

cc. Dr. Arunkumar C – Technical Director

Accepted by:   
Signature



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





Realize Your Ideas

# California Software Company Limited

CIN: L72300TN1992PLC022135

Registered Office: Workflo, Greta Towers, Industrial Estate, Perungudi,

OMR Phase 1, Chennai 600096

Phone +91 94448 60882

Email: investor@calsoftgroup.com

www.calsoftgroup.com/www.calsoft.com

Ref. No: CAL/APPT/2023

August 11, 2023

To

Ms. Pavithra M,  
56, Mahatma Gandhi Street,  
Karapakkam,  
Chennai-600097

## LETTER OF APPOINTMENT

Dear Pavithra M,

With reference to your application and subsequent interview you had with us, we have pleasure in welcoming you to our organization and offer you an appointment for the position of SOFTWARE ASSOCIATE based at Chennai with effect from August 16, 2023. You shall be governed by the following terms and conditions of service during your employment with California Software Company Ltd, (here after referred to as the "Company" which may be amended).

### 1. Appointment:

You will be on probation for a period three month from your date of joining of the Company. After completion of your probation period, you will be made permanent in service. The period of probation can be reduced or extended depending upon your conduct, regularity and your performance at work based on assessment by the management. Unless confirmed in writing, you will be deemed to be on probation. In normal circumstances, your engagement during the probation period will be subject to termination at any time by giving fifteen days' notice with or without assigning any reason whatsoever.

### 2. Place of Work:

Your immediate posting will be at Chennai. At the sole discretion of the Management, you may be posted or transferred to any one of the Establishments, Departments, Business or Operations of the Company. Corporate Body or Firms, Trusts, Society or Association whatsoever with which the Company may have any official connection in India or abroad and will be governed by the service rules in-force at the place of your posting.

### 3. Salary and Benefits:

You will receive salary of Rs.3,44,000/- (Rupees Three Lakhs forty-four thousand only) as CTC, allowance and benefits, subject to rules of the Company and applicable law. You shall not be entitled to any payment, remuneration, compensation, benefit or perquisite other than that expressly provided for here in and/or as per the Company guidelines and policies and all payments are subject to the laws and rules relating to the deduction of taxes.

### 4. Medical:

Your appointment is subject to pre-employment medical check-up carried out by the Company's appointed Doctor. If you are found medically unfit, your appointment will be cancelled automatically, during the tenure of service. In case you are found to be medically unfit to perform your normal duties, your services are liable to be terminated after being examined by the Company appointed Doctor.

### 5. Ethics & Loyalty:

In order to enable the Company to conduct its business effectively and to guarantee the impartiality of services rendered, the highest standards of loyalty and ethics must be maintained. Accordingly, as an employee of the Company you must not have any personal interests which might conflict with the interests of the Company. As an employee of the Company, you must devote all your working time to the Company and shall during the continuance of your employment faithfully

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



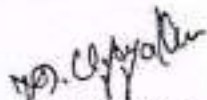
Your employment contract and all terms are governed from the Registered Office of the Company at Chennai. Any dispute arising related to your employment with the Company shall be subject to Chennai jurisdiction only.

Kindly return to us the enclosed duplicate copy of this letter of appointment duly signed by you in token of your confirmation and acceptance of the above terms and conditions.

Wishing you all the best in the discharge of your responsibilities.

Thanking you,  
Yours truly

For CALIFORNIA SOFTWARE COMPANY LIMITED

  
VIJAYAKUMAR  
DIRECTOR



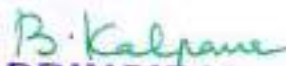
The above terms & conditions are acceptable to me.

Signature of the Candidate:



Date:

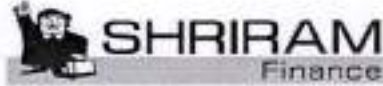
16/8/2023

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









**REMUNERATION DETAILS OF MS.PAVITHRA M**  
**(BUSINESS EXECUTIVE - OP3)**

S.NO.	COMPONENTS	AMOUNT MONTHLY	AMOUNT YEARLY
1.	BASIC SALARY	5500.00	66000.00
2.	HOUSE RENT ALLOWANCE	2000.00	24000.00
3.	MEDICAL ALLOWANCE	1250.00	15000.00
4.	EDUCATION ALLOWANCE	200.00	2400.00
5.	OTHER ALLOWANCE	4250.00	51120.00
6.	VEHICLE ALLOWANCE	2000.00	24000.00
7.	PETROL ALLOWANCE	5000.00	60000.00
8.	TELEPHONE ALLOWANCE	500.00	6000.00
	<b>GROSS</b>	<b>20710.00</b>	<b>248520.00</b>
9.	INSURANCE BENEFITS	250.00	3000.00
10.	PROVIDENT FUND	1800.00	21600.00
11.	BONUS/EXGRATIA	1100.00	13200.00
	<b>CTC</b>	<b>23860.00</b>	<b>286320.00</b>

**NOTE:**

1. Item on Sr.No. 1 to 8 shall be paid through payroll.
2. Item on Sr.No. 9 shall be towards insurance benefits.
3. Item on Sr.No. 10 is company's contribution towards your Provident Fund.
4. Item on Sr.No. 11 as and when declared.

For SHRIRAM FINANCE LIMITED

**A.GANESH**  
**SENIOR VICE PRESIDENT**

(Accepted)

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





GUIDEHOUSE INDIA PRIVATE LIMITED  
(Formerly Navigant BPM (India) Private Limited)

CIN No: U74999KL2004PTCO16993

Regd. Office 3<sup>rd</sup> Floor, Bhavani Building, Phase 1, Technopark, Trivandrum-695581, Kerala, India Phone: +91-471-2700680

July 9, 2023

**P.Pavithra**

Subject: Offer of Employment

**Dear Pavithra,**

We thank you for exploring career opportunities with Guidehouse India. You have successfully completed our selection process and we are pleased to make you an offer of employment.

You have been selected for the position of **Junior Process Associate**, Your Cost to Company, CTC, which includes all benefits, will be **Rs.550,008** per annum as detailed in Annexure-I.

Your appointment is effective from the date of joining, which shall be on or before **July 18 2023**.

Your initial place posting will be at the temporary office in Chennai (The Hive, SRP Stratford, No.5, Rajiv Gandhi Salai, Kottivakkam, Chennai - 600 041). However, during your employment with us, depending upon the requirements of Company's business, you may be posted / transferred to any other units, group companies, offices, or clients of the group, either in existence or would come into existence, either in India or abroad at the sole discretion of the Company.

Guidehouse India operations are on a 24/7 schedule which means that you will periodically be required to work night shifts. In addition, if the situation so demands, you may sometimes be called upon to extend your normal work shift into the next shift.

You will be on a six (6) month probation period from the date of your joining. Upon successfully completing the probation period and after an evaluation of your performance, your service continuation may then be confirmed writing by management.

In the event you tender your resignation with the company, you will be required to give 3 months' notice or an amount equivalent in lieu thereof.

You will also execute a Service, Non-Disclosure and Confidentiality Agreement as applicable to employees of your category, from time to time which aims to protect the intellectual property right and business.

At the time of your joining kindly bring the following original documents for verification along with a photocopy, which would be retained for our record.

1. Photographs (8 passport size plus - stamp size)
2. S.S.L.C and H.S.C Mark sheets or equivalent
3. Graduation / Post Graduation certificate and mark sheets for all semester.
4. Relieving Letter/Service Certificate (if employed previously)

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





GUIDEHOUSE INDIA PRIVATE LIMITED  
(Formerly Navigant BPM (India) Private Limited)

CIN No: U74999KL2004PTCO16993

Regd. Office 3<sup>rd</sup> Floor, Bhavani Building, Phase 1, Technopark, Trivandrum-685581, Kerala, India Phone: +91-471-2700580

5. Passport/Proof of Address
6. Form 18 along with earning certificate for IT purpose
7. PAN card
8. Aadhaar card

Your employment will be subject to a background check in line with Guide house India background check policy. A specially appointed agency will conduct external background checks which in general would be completed within one month of joining. If the background check reveals unfavorable results, you will be liable to disciplinary action including termination of service without notice.

Kindly confirm your acceptance of this offer by accepting in the system within seven (7) working days of receiving this letter. Please indicate your date of joining via email to your recruiter. Failure to accept and provide a date of joining within the seven-day timeframe will cancel and void the offer

Best wishes for a long, happy and rewarding career with us.

Sincerely yours,

Saji Zacharia,  
Director-HR

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





Dec 20<sup>th</sup> 2023

**Letter of Offer**

Dear PAVITHRA P,

*Congratulations!*

We are delighted to offer you the position of "Jr. Sales Executive" in our organization subject to the following:

1. The date of joining and reporting to work will be on or before of Dec 22<sup>nd</sup>, 2023 You will be based in Bangalore and shall report to **Bangalore office HR Manager**.
2. Your total annual Cost to Company including Salary and Provident Fund will be as follows:
  - Fixed Annual Salary (comprising of Basic Salary, HRA, Medical Allowance, Special Allowance and Provident Fund): **Rs. 5,00,000/-**
  - Variable Pay: **Rs 2,40,000/-** per annum on meeting 100% of targets. Targets are reasonable and will be shared on joining.
  - Total Annual Remuneration: **Rs. 7,40,000/-** subject to the above.
3. A detailed appointment letter will be offered on the date of joining. Please bring original documents to verify along a copy of the following
  - Educational Documents/ Certificates
  - Address Proof - Permanent
  - Address Proof - Present
  - 2 photo id proofs
  - Previous Employment Records
  - Copy of PAN
  - Three passport size photographs

Wishing you a long and progressive association with IFB.

Yours truly,

For IFB Industries Limited

**Bikram Nag**

**Joint Executive Chairman & Manager Director**



Date: 24<sup>th</sup> August, 2023

Dear Pavithra R,

Subject : Offer letter of employment as **Business Development Executive**.

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company (CTC) will be **Rs. 420,000** (Rupees Four Lakh Twenty Thousand Only) Per Annum and other terms of service shall be as per the discussion you had with us. The compensation details are as follows -

Components	Per Annum	Per Month
Basic Salary	210,000	17,500
HRA	105,000	8,750
Special Allowances	65,904	5,492
Employer's Contribution to EPF	21,600	1,800
Statutory Bonus	17,496	1,458
Total CTC Per Annum	<b>420,000</b>	<b>35,000</b>

We would expect you to join as early as possible but not later than **03-Oct-2023** at the office located at **Bangalore, Karnataka** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

Your services are transferable, with reasonable notice, to any location in India or overseas where the company conducts its businesses, or to any subsidiary, associate or group company whether now existing or yet to be formed. Such transfer / deputation will be according to the rules of the company in force at that time.

During the term of your employment, should you desire to leave the services of the Company, you will have to give to the Company **one month's** notice or salary in lieu thereof. Similarly, the Company shall be entitled to terminate your employment at any time by giving you **one month's** notice or salary in lieu thereof. However, the Company may terminate your employment with immediate effect by a notice in writing (without payment of salary) in the event of your misconduct, negligence, fraud, breach of terms of employment or Company policy, criminal conviction and prolonged unauthorized absence.

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





Extramarks Education India Private Limited  
4<sup>th</sup> Floor, Urmita Business Park, 4-95B,  
Sector 136, Noida, Gautam Budh Nagar,  
Uttar Pradesh-201304

You agree, acknowledge, and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before 03-Oct-2023.

  
Accepted

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



26 July 2023

Ms. Pavithra Thangaraj  
45/17, Syndicate Bank Colony, Pallikaranai,  
600100

## Your appointment as Analyst In Technology Consulting

Dear Pavithra,

With reference to your application and the subsequent interview(s) you have had with us, we are pleased to confirm your appointment for the above position in **Ernst & Young LLP** subject to the following terms and conditions. Further, we understand that you have appeared / will be appearing for Final exams. This appointment is subject to you clearing said exams. In case you are unsuccessful this appointment will automatically be void.

### 1. Job Title

You shall be designated as **Analyst** in Band 6.

The designation and band are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect thereof. The Management retains the right at all times to change / modify / amend the titles/ designations or to rearrange the band structure, which may impact the above fact.

### 2. Annual compensation

- a. Your annual compensation including benefits, allowances, and perquisites, if any, payable by the Firm is **INR 4,50,000 per annum (Rupees Four Lakh Fifty Thousand Only)** only. A typical break up is provided as an illustration in Annexure A to this Agreement.
- b. Besides this you will be eligible for Gratuity as per Payment of Gratuity Act, 1972. You may note that as per the Act provisions there is an upper limit of 20 Lakh.
- c. Your compensation will be subject to income tax as per the provisions of the Income Tax Act, 1961.

### 3. Date of joining

As agreed, you shall join the services of the Firm on **14 August 2023**.

### 4. Probation

You shall be on probation for a period of (6) months from your date of joining, the period of which may be further extended at the discretion of the Management. After completion of the probation period and subject to your performance your appointment shall be confirmed in writing.





Building a better  
working world

- e. **Conditions precedent:** This appointment is valid subject to (a) your being medically fit, (b) your furnishing at the time of joining, documents in proof of your having been relieved by your present employer, and (c) our receiving satisfactory references on your background.
- f. **Privity of contract:** The terms of this Agreement may only be enforced by a party to this Agreement.
- g. **Governing law and dispute resolution:** This Agreement, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this Agreement the decision of the Management of the Firm shall be final and binding.
- h. **Certificate of Practice:** If you currently hold a Certificate of Practice (CoP) issued by the Institute of Chartered Accountants of India, you hereby undertake to surrender the CoP with immediate effect, and provide us with evidence thereof. If you are a Chartered Accountant and do not currently hold a CoP issued by the Institute of Chartered Accountants of India, you hereby undertake not to apply for such CoP unless instructed or required by the Firm to do so.
- i. You will disclose any directorships, trusteeships or other personal appointments held by you. You will consult and inform the Firm's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Firm's policies on the Directorship Evaluation Tool (DET) within 15 days of your date of joining. You will further notify or obtain prior approval, as applicable, from the Risk Management team, for any changes in the appointments that you may hold in the future.

Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this Agreement and return the same to us for the Firm's records.

Yours sincerely,

For Ernst & Young LLP

Anshula Verma

Authorised Signatory

I hereby accept the position and terms and conditions of employment offered.

Signature

Date

14-8-23

Pavithra Thangaraj

B. Kalpana  
Principal

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





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working world

**Annexure A**  
**Illustrative compensation break-up**

Particulars	Annual Values (INR)	
<b>(A) Salary Components</b>	<b>4,19,400</b>	
Basic Salary	2,53,200	
House Rent Allowance	1,28,600	
Special Allowance		
Conveyance Allowance	39,600	
<b>(B) Other Perquisites</b>	<b>30,800</b>	
Firm's Contribution to Provident Fund	30,384	
Year End Ex-Gratia	216	
<b>(C) Annual Fixed Compensation (A+B)</b>	<b>4,50,000</b>	
<b>(D) Other Benefits</b>	<b>32,173</b>	
Gratuity (accrual)	12,173	
Firm's contribution towards Medical insurance	20,000	
<b>(E) Total Compensation (C+D)</b>	<b>4,82,173</b>	
<b>(F) Annual performance bonus (earning potential)</b>	Min. 0%	Max. 12%
	0	54,000
<b>Annual total earning potential (E+F)</b>	<b>4,82,173</b>	<b>5,36,173</b>

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



Dec 20<sup>th</sup> 2023

**Letter of Offer**

Dear PAVITHRA V,

*Congratulations!*

We are delighted to offer you the position of "Jr. Sales Executive" in our organization subject to the following:

1. The date of joining and reporting to work will be on or before of Dec 22<sup>nd</sup>, 2023 You will be based in Bangalore and shall report to **Bangalore office HR Manager**.
2. Your total annual Cost to Company including Salary and Provident Fund will be as follows:
  - Fixed Annual Salary (comprising of Basic Salary, HRA, Medical Allowance, Special Allowance and Provident Fund): **Rs. 5,00,000/-**
  - Variable Pay: **Rs 2,40,000/-** per annum on meeting 100% of targets. Targets are reasonable and will be shared on joining.
  - Total Annual Remuneration: **Rs. 7,40,000/-** subject to the above.
3. A detailed appointment letter will be offered on the date of joining. Please bring original documents to verify along a copy of the following
  - Educational Documents/ Certificates
  - Address Proof - Permanent
  - Address Proof – Present
  - 2 photo id proofs
  - Previous Employment Records
  - Copy of PAN
  - Three passport size photographs

Wishing you a long and progressive association with IFB.

Yours truly,

For IFB Industries Limited

**Bikram Nag**

**Joint Executive Chairman & Manager Director**

*B. Kalpana*  
Principal

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



# IFB

Dec 20<sup>th</sup> 2023

## Letter of Offer

Dear POOJA K C,

*Congratulations!*

We are delighted to offer you the position of "Jr. Sales Executive" in our organization subject to the following:

1. The date of joining and reporting to work will be on or before of Dec 22<sup>nd</sup>, 2023 You will be based in Bangalore and shall report to **Bangalore office HR Manager**.
2. Your total annual Cost to Company including Salary and Provident Fund will be as follows:
  - Fixed Annual Salary (comprising of Basic Salary, HRA, Medical Allowance, Special Allowance and Provident Fund): **Rs. 5,00,000/-**
  - Variable Pay: **Rs 2,40,000/-** per annum on meeting 100% of targets. Targets are reasonable and will be shared on joining.
  - Total Annual Remuneration: **Rs. 7,40,000/-** subject to the above.
3. A detailed appointment letter will be offered on the date of joining. Please bring original documents to verify along a copy of the following
  - Educational Documents/ Certificates
  - Address Proof - Permanent
  - Address Proof – Present
  - 2 photo id proofs
  - Previous Employment Records
  - Copy of PAN
  - Three passport size photographs

Wishing you a long and progressive association with IFB.

Yours truly,

For IFB Industries Limited



Bikram Nag

Joint Executive Chairman & Manager Director

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





**Provisional Offer**

Date: 04.06.2023

Process: AES Process

Dear **Poornima.R**

In connection to the interview you had with us, we are happy to give you a provisional offer for the position of Associate Trainee at Altruist Customer Management India Pvt Ltd, with the below mentioned conditions.

- You will need to join us **YTC** failing which this offer is void.
- Your Monthly Net Take - home Salary would be INR 27,100/- Per Month
- Your training will be 30 days and Rs. 7500/- will be provided as your Training stipend.
- Training stipend will be applicable only on successful completion of your training certification.
- Your DOJ will be considered from day 1 Training start date.
- No Deductions of PF/ ESI etc.
- You will have to login for 9 hours every day (i.e., 8 Hours of work and 1 Hour Break)
- The payroll cycle will be calculated from (25<sup>th</sup> to 25<sup>th</sup>) of every month and the salary will be credited 7<sup>th</sup> of every month.

**Please report at 9 AM on your date of joining with the below mentioned documents.**

- Education Credentials - SSLC and HSC / Diploma certificate / Degree certificate (Mandatory)
- Proof of DOB- SSLC mark sheet / voters id / Pan card / Aadhar card (Mandatory)
- Proof of residence - Voters id / Pan card / Ration card/ Aadhar card (Mandatory)

We look forward to your joining with Altruist Technologies India Pvt.Ltd

**For Altruist Technologies India Pvt.Ltd**

*A. Nithya*

Authorized Signatory

I accept the offer on the terms and conditions outlined.

Date: 12-06-2023

Candidate Signature *Poornima*

*B. Kalpana*  
**PRINCIPAL**

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



Aug 22, 2023

**Ms R POORNIMA**  
poorniranga31@gmail.com  
Candidate Id: CN20230367

Dear R POORNIMA,

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division**.

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Prasad C (Training Manager)** or anyone whom he may depute. Your date of joining will be **31 August 2023**. Your base location will be **Chennai**.

The period from your joining date to your course completion will be treated as an internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

*B. Kalpana*  
**PRINCIPAL**

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




Annexure I: Annual Compensation Structure			
Name	Ms R POORNIMA	Position & Department	Associate Trainer
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: \*Associates will be covered under the company group accidental policy for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

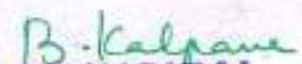
For Focus 4— D Career Education Pvt Ltd.

  
Arumugam N Vadivelu  
HR Business Partner

**ACCEPTANCE OF OFFER**

*I hereby confirm that I accept the above offer with all its terms and conditions of employment.*

  
Name & Signature of the candidate with date of acceptance

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



January 19 , 2023

Poornima Raghvaran

6/207, Gandhi Nagar, Kovilambakkam  
Kancheepuram,  
Tamil Nadu- 600129 India

Dear Poornima ,

Sub: Offer Letter

Congratulations!

We are pleased to offer you the position of **Document Production Associate for Banking unit** at Williams Lea India Pvt. Ltd. You are required to join duty on or before **23 June 2023**, post which the offer stands void.

You will be reporting to the **Senior Client Manager**

The terms and conditions of your appointment are as follows -

#### 1. SALARY & JOB BAND

Your annual remuneration would be **INR 5,09,628/- (Five Lakh Nine Thousand Six Hundred and twenty-eight only)**, details of the same have been specified in the annexure to this letter. Your Job Banding would be **O**. You will be governed at all times by the policies, procedures and rules of the company related to the salary, allowance, benefits and pre-requisites which are specified in the offer letter. Please note that if your DOJ is on or after 6<sup>th</sup> of a month, then the pro-rated salary for that month shall be paid along with subsequent month's salary E.g. If your DOJ is in between 6<sup>th</sup> January 2021 to 31<sup>st</sup> January 2021 (both dates inclusive), then your pro-rated salary for the month of January 2021 shall be paid along with your February 2021 salary. Further, the company may modify or change such allowances, benefits and pre-requisites from time to time in accordance with its policies. The entitlements will be governed by the job band an employee belongs to.

#### 2. INITIAL PLACE OF POSTING

Your initial place of posting will be **Module 0308 "D" Block, Third Floor, Tidel Park, Taramani, Chennai-600113, Tamil Nadu, India.**

#### 3. JOB ASSIGNMENTS

You may during the course of your employment be given any assignment arising out of the company's business that the company, in its subjective judgments, feels is suited to your background, qualifications or experience.

#### 4. TRANSFER

The company, may in its business interest, transfer you to any of its offices in India or abroad on such terms and conditions as are applicable to such transfers as per company rules.

#### 5. SERVICE CONDITIONS

During the period of your employment with the company, the service rules and regulations of the company and the amendments that may be brought into force from time to time and the rules governing business conduct, ethics and secrecy shall govern you.

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE

600113, Kancheepuram, Chennai - 600 073.

be **One** month both from your side and the employer's side; and on confirmation of your employment the notice period will stand revised to **two** months.

#### 14. MINIMUM SERVICE PERIOD

In case of leaving, the employee shall serve **two** months' notice period. The payment for notice period will be solely at the discretion of the Management. The salary payable shall be the Basic salary drawn at the time of resignation. In the event of misconduct or an act of serious breach by you, the company is entitled to terminate your employment with immediate effect without any prior notice.

The Company, at its sole discretion, may terminate services of employment after giving due notice, under any of the following conditions:

- When performance does not meet acceptable standards, as defined by the Business unit
- When client operations shut down completely and there is a possibility of business impact
- Any other Force majeure situations that may affect the company operations.

#### 15. EMPLOYMENT RELATIONSHIP

Under this offer of employment, the company is engaging you as a full-time employee and you shall be assigned to work with any of the clients that we support worldwide. In engaging your services, employment relationship is between you and Williams Lea India Pvt Ltd. alone and not to the client that you are aligned to. You will also not be entitled to any benefits including and not limited to any bonus, allowance, severance payment, compensation, stock, options, etc., which are provided by the client to its permanent employees and/or claim permanency of employment with the client.

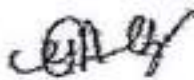
#### 16. SHIFTS

You will be required to work in shifts as per company's needs.

#### 17. ACCEPTANCE

If the terms and conditions of appointment enumerated in this letter of appointment, including its annexure, are acceptable to you, please confirm your acceptance by signing on the duplicate copy of this letter and return it to the company. We welcome you to the organization and sincerely hope that your period of service will be long, pleasant and of mutual benefit.

For Williams Lea India Pvt. Ltd.



Anandaraaj George  
Senior Manager – HR Operations

I agree to accept employment on the above-mentioned terms and conditions:

Signed: 

Name: POORNIMA R

Date: 22/6/2025

  
PRINCIPAL

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





Provisional Offer

Date: 04.05.2023

Process: AES Process

Dear Pounraj.K

In connection to the interview you had with us, we are happy to give you a provisional offer for the position of Associate Trainer at Altruist Customer Management India Pvt. Ltd, with the below mentioned conditions.

- You will need to join us YTC failing which this offer is void.
- Your Monthly Net Take - home Salary would be INR 27,100/- Per Month
- Your training will be 30 days and Rs. 7500/- will be provided as your Training stipend.
- Training stipend will be applicable only on successful completion of your training certification.
- Your DOJ will be considered from day 1 Training start date.
- No Deductions of PF / ESI etc.
- You will have to login for 9 hours every day (i.e., 8 Hours of work and 1 Hour Break)
- The payroll cycle will be calculated from (25<sup>th</sup> to 25<sup>th</sup>) of every month and the salary will be credited 7<sup>th</sup> of every month

Please report at 9 AM on your date of joining with the below mentioned documents.

- Education Credentials - SSLC and HSC / Diploma certificate / Degree certificate (Mandatory)
- Proof of DOB- SSLC mark sheet / voters id / Pan card / Aadhar card (Mandatory)
- Proof of residence - Voters id / Pan card / Ration card / Aadhar card (Mandatory)

We look forward to your joining with Altruist Technologies India Pvt.Ltd

For Altruist Technologies India Pvt.Ltd

A. Nithiya  
Authorized Signatory

I accept the offer on the terms and conditions outlined.

Date: 06.05.2023

Candidate Signature

Pounraj

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



IQ/OL/0304231578

21st March 2023

Mr. Prakash N  
Chennai

Dear Prakash,

IQuantif is pleased to offer you the position of "Analyst" at grade L1. Your location of reporting is Bengaluru, India.

#### I. APPOINTMENT

- Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than 3rd April 2023.
- Probationary period and confirmation as a permanent employee of IQuantif (the "company");  
You will be on probation for a period of first 9 months from the date of joining the company and may be confirmed as a permanent employee upon successful completion of your probation. On satisfactory completion of probation period, you shall be confirmed in writing.
- Termination during probation:  
In the event of your resignation or termination of services, either side will have to give two months' notice or two month's gross salary in lieu thereof.
- Your appointment is contingent upon satisfactory reference & background checks including verification of the following:
  - Completeness and accuracy of the information provided in your curriculum vitae;
  - Original certificates for confirmation of stated academic and professional qualifications;
  - Passport, address, driver's license and/or similar documents; and,
  - Satisfactory character reference check(s) based on the referrals provided.
- This appointment is subject to your being certified medically fit by a registered medical practitioner. The company shall have the right to order you to undergo the medical test at any time during your service to determine fitness. In the event of you being found unfit for the work for which you are employed, the company shall have the right to terminate your service based on the said report.
- You will retire from service on attaining superannuation at the age of 60 years.

#### II. COMPENSATION

You will be eligible to receive the following:

- You will receive a fixed compensation of ₹ 4,00,000 (Four Lakhs Only) per annum. Please find the detailed breakup of salary in Annexure- I.
- Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.
- The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

Page 1 of 5

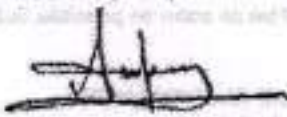


**X OTHER TERMS & CONDITIONS**

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Conduct and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company.

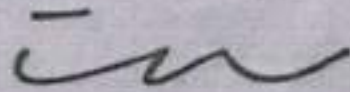
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.  
We welcome you to IQanti family and looking forward to a long rewarding career with us over the years to come.

Yours sincerely,  
For IQanti (India) Private Ltd.



**Anupam Pareek**  
Vice President - Human Resources

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



# INNOVATE NETWORKS

E-SERVICES PVT LTD.

## Letter of Offer

1st June 2023

Name: Prasanna Kumar V

Chennai

Phone no: +91 7478805678

Dear Prasanna Kumar V,

Thank you for giving us the opportunity to discuss possible employment with Innovate Networks E-Services Pvt Ltd!

As a result of the discussions, we have had with you, we are delighted to make you an offer for the position of **Business Analyst**, at **Bangalore** on the following terms and conditions:

1. Your appointment will be effective on or before **10th July 2023**. Kindly advise us the date that would be convenient for you to join within the aforesaid date.
2. Your location of employment will be Bangalore, India ( Pruthvi Tower, Plot No. 1571/A, 1st Floor, 27th Main, Sector 2, HSR Layout, Bengaluru, Karnataka 560102).
3. Your annual compensation (Cost to Company/CTC) will be **INR 4,50,000 (Rupees Four lakhs Fifty thousand only)** details as per the annexure.
4. The following documents are to be submitted once you accept this offer.
  - Mark sheets - 10th, 12th, Graduate and Post Graduate mark sheets
  - Experience certificate - Relieving certificate from previous organization/s
  - Salary certificate - last 1 month pay slip of previous organization, Offer letter.
  - Certificate of address - Aadhar, Pan copy or passport copy
5. You will be eligible for earned leaves of 15 days and emergency leave of 5 days Annually. Earned Leave is credited on a monthly basis and the leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. You are entitled to 12 days of public holiday as declared by the Company in a calendar year (Jan to Dec).
6. You and your family will be entitled for a Health insurance benefit from the date of confirmation. A maximum sum insured of **INR 10,00,000/family**, includes spouse, 4 children under the age of 25 years and dependent parents.

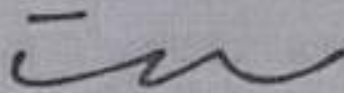
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#234, 1 Floor, 16th Main, 22 Cross, HSR Layout - Sector 3, Bangalore 560102 | Phone: 080-69-000-69

Email: [info@innovatenetworks.com](mailto:info@innovatenetworks.com)

CIN: U72400KA 2009PTC05 1984





# INNOVATE NETWORKS

E-SERVICES PVT LTD.

Annexure  
(Salary Break-up)

Name:	Presanna Kumar V Business Analyst Bangalore
Designation:	
Location:	
CTC – INR Per Year	4,50,000
<b>Salary Components</b>	<b>INR Per Year</b>
Basic Salary	2,25,000
*Flexible Allowance Option	2,25,000
<b>Total Salary(A)</b>	<b>4,50,000</b>
Mediclaim, Personal accident, Term insurance benefits over and above CTC	

Allowance	INR Per Year	Flexible Option Guidelines	INR Per Month
HRA	1,12,500	Maximum up to 50% of basic Salary*	9,375
Conveyance Allowance	19,200		1,600
Medical Reimbursement	15,000		1,250
Special Allowance	78,300	Balance Amount	6,525
Employer Contribution		Inr 1,800 per month	

#234, 1 Floor, 16th Main, 22 Cross, HSR Layout - Sector 3, Bangalore 560102 | Phone: 080-69-000-69

Email: [info@innovateneetworks.com](mailto:info@innovateneetworks.com)

CIN: U72400KA 2009PTC05 1984



IQ/OL/0304231568

21st March 2023

Mr. Prasanth T  
Chennai

Dear Prasanth,

Quanti is pleased to offer you the position of "Analyst" at grade L1. Your location of reporting is Bengaluru, India.

#### I. APPOINTMENT

- Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than 3rd April 2023.
- Probationary period and confirmation as a permanent employee of Quanti (the "company"):  
You will be on probation for a period of first 6 months from the date of joining the company and may be confirmed as a permanent employee upon successful completion of your probation. On satisfactory completion of probation period, you shall be confirmed in writing.
- Termination during probation:  
In the event of your resignation or termination of services, either side will have to give two months' notice or two month's gross salary in lieu thereof.
- Your appointment is contingent upon satisfactory reference & background checks including verification of the following:
  - Completeness and accuracy of the information provided in your curriculum vitae;
  - Original certificates for confirmation of stated academic and professional qualifications;
  - Passport, address, driver's license and/or similar documents; and,
  - Satisfactory character reference check(s) based on the referrals provided.
- This appointment is subject to your being certified medically fit by a registered medical practitioner. The company shall have the right to order you to undergo the medical test at any time during your service to determine fitness. In the event of you being found unfit for the work for which you are employed, the company shall have the right to terminate your service based on the said report.
- You will retire from service on attaining superannuation at the age of 60 years.

#### II. COMPENSATION

You will be eligible to receive the following:

- You will receive a fixed compensation of ₹ 4,00,000 (Four Lakhs Only) per annum. Please find the detailed breakup of salary in Annexure- I.
- Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.
- The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

Page 1 of 5

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE





X OTHER TERMS & CONDITIONS

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Conduct and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

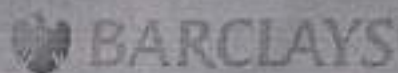
We welcome you to iQuanti family and looking forward to a long rewarding career with us over the years to come.

Yours sincerely,  
For iQuanti (India) Private Ltd.

**Anupam Pareek**  
Vice President - Human Resources

*B. Kalpane*  
PRINCIPAL

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



Barclays Global Service Centre Private Limited  
11th to 12th Floor (Part), Building G2, Gore Commercial SEZ, Survey No. 55  
Kharadi, Pune-411014  
Mumbai  
Tamil Nadu  
600034  
Phone: +91 2057160000

29 September 2022  
S Prathika  
7/234, Suddhanantha Bharathi Street,  
Ganapathipuram, East Tambaram,  
Chennai  
800059

Dear S Prathika,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("**Employment Letter**").


The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

  
Sanjeev Mishra  
Director HR Operations - GSC India

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor (Part), Building G2, Gore Commercial SEZ, Survey No. 55  
Kharadi, Pune-411014  
CIN: U72200PN2007FTC-132479 Tel: +91 2057160007 Fax: +91 205716600 Website: barclays.com

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



## Salary

Components	In INR Per Annum
Basic salary	180,000.00
House Rent Allowance	90,000.00
Flexible Benefit Plan (see further "Statutory and Other Benefits" below)	90,000.00
<b>Annual Salary</b>	<b>360,000.00</b>
Statutory Bonus	24,800.00
Employer's ESI Contribution (Employee State Insurance)	0.00
Provident Fund (Employer's Contribution)	21,600.00
Gratuity (per Company policy)	8,654.00
<b>Total Fixed Pay</b>	<b>415,058.00</b>
Target In-Year Discretionary Incentive Award	30,000.00
<b>Estimated Cost to Company (CTC)</b>	<b>445,058.00</b>

The target discretionary incentive award is for illustrative purposes only. Payment of any discretionary incentive award is at the absolute discretion of Barclays, and is also subject to the applicable plan rules from time to time in force. You may not receive any discretionary incentive award, or may receive an amount less than the target. Awards may be delivered in a form other than cash, and may be deferred. If you are eligible to receive a discretionary incentive award that is not annual (e.g. it is monthly or quarterly), then you are not eligible to be considered for an annual award.

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 28th (or the prior working day if the 28th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

## Discretionary Incentive Award

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

## Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

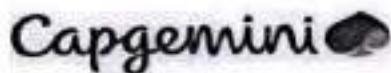
## Annual Leave

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

*B. Kalan*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE**

**GOWRIVAKKAM, CHENNAI-600 073.**



Capgemini Technology Services India Limited - Plant  
2, 'C' Wing, 3<sup>rd</sup> Floor, Godrej IT Park, Godrej B,  
Boyer Compound, Gate No. 2,  
L.B.S. Marg, Piroshawagar, Vikrol (West), Mumbai-  
400 075, Maharashtra, India. Tel: +91 22 6685 0500  
| Fax: +91 22 6755 7066 www.capgemini.com

## Offer Letter

Dear P Praveen,

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

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

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

Regards

Team HR

Kindly note:

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

The information contained in this message is proprietary and confidential.

Copyright © 2019. All rights reserved by Capgemini.

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



Upon joining Capgemini,

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

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

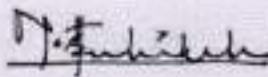
The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

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

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


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

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



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

PRIVATE AND CONFIDENTIAL

  
Capgemini India Private Limited - August 2022

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



Barclays Global Service Centre Private Limited  
DLF IT Park, Level 8, Building 9A and B  
Nandambakkam Post, Ramapuram,  
Mount Poonamallee Road, Manapakkam, Chennai  
Tamil Nadu  
600089  
India  
Phone: +91 2261752000

29 September 2022  
R Preetha  
96/12A, Sathiyavani Muthu Street,  
Sholingallur,  
Chennai  
600119

Dear R Preetha,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("**Employment Letter**").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sanjeev Mishra  
Director HR Operations - GSC India

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65,  
Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

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



Salary

Components	In INR Per Annum
Basic salary	180,000.00
House Rent Allowance	90,000.00
Flexible Benefit Plan (see further "Statutory and Other Benefits" below)	90,000.00
<b>Annual Salary</b>	<b>360,000.00</b>
<b>Statutory Bonus</b>	<b>24,802.00</b>
<b>Employer's ESI Contribution (Employee State Insurance)</b>	<b>0.00</b>
Provident Fund (Employer's Contribution)	21,600.00
Gratuity (per Company policy)	8,654.00
<b>Total Fixed Pay</b>	<b>415,056.00</b>
Target In-Year Discretionary Incentive Award	30,000.00
<b>Estimated Cost to Company (CTC)</b>	<b>445,056.00</b>

The target discretionary incentive award is for illustrative purposes only. Payment of any discretionary incentive award is at the absolute discretion of Barclays, and is also subject to the applicable plan rules from time to time in force. You may not receive any discretionary incentive award, or may receive an amount less than the target. Awards may be delivered in a form other than cash, and may be deferred. If you are eligible to receive a discretionary incentive award that is not annual (e.g. it is monthly or quarterly), then you are not eligible to be considered for an annual award.

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 28th (or the prior working day if the 28th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

Discretionary Incentive Award

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

Annual Leave

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your contract.

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



**SHRIRAM**  
Finance

December 16, 2023

Ref No: CAN088065

Ms. PREETHI B

2/711, Karumari Amman Kovil Nagar,  
Hastinapuram, Chennai,  
Tamil Nadu-600064.  
Mob No.: 7390672109

Dear Ms. PREETHI B

**SUB: EMPLOYMENT OFFER AS "BUSINESS EXECUTIVE"**

This refers to your application & to the subsequent interview you had with us. In this connection, we are pleased to offer you the post of "BUSINESS EXECUTIVE" in the grade of "OP3" in our organization on the following terms and conditions.

6. Your Place of Posting will be at our **THIAGADURGAM** located at, KARUR VYSYA BANK UPSTAIRS, ANNA NAGAR, PRITHIVIMANGALAM, THIYAGADOURUGAM, KALLAKURICHI DT, THIAGADURGAM-606202.
7. You shall be responsible for growth & development of our commercial Vehicle Finance Business and Recovery of the territory allotted to you.
8. You will report to the **Branch Head** and shall carry out all assignments as delegated to you from time to time.  
You will be paid a total remuneration of **Rs.2,86,320/- p.a.** The Break-up of which is enclosed.
8. You will be entitled for performance based incentive as per company's policy, which will be released at the sole discretion of the management.
9. You will be entitled for Gratuity as per statutory rules.
10. You shall produce the following mandatory documents on the date of joining.
  - a. Passport Size Photos-4 nos.
  - 9 Copy of Pan card & Aadhaar card (compulsory).
  - 10 Copy of Address ID proof.
  - 11 Copy of Educational Qualification (Internet copies of the marksheets are not acceptable).
  - e. Relieving & Experience Letter from Current Employer for Experienced Candidates.
  - 10 Proof of latest 3 months payslips (If applicable).
  - 11 Copy of Driving License is mandatory.
  - 12 Cancelled Cheque/Bank Passbook copy for updation of salary bank account details.
  - 13 Form 11, Employment Form fully filled up (Attached herewith in the Joining Kit).
- (i) Candidate with prior experience has to submit proof of UAN and ESI numbers (Previous Employer) mandatorily failing which Employment will not be considered till the submission of the same. You are also requested to submit E-Aadhar details displaying the number clearly in order to validate with UAN/Other Submissions.

The offer is being made on the particulars of your qualifications, training, experience, age present or previous remuneration and benefits etc. furnished by you in your bio-data/ application for employment in our organization. Should any of the particulars furnished by you be found to be incorrect, and/or any of the documents/certificates submitted by you is found to be not genuine, your services shall liable to be terminated without any notice or notice pay in lieu of notice or any terminal benefits.

This Offer of Employment is valid for a period of 30 days only and the above specified documents along with respective original certificates for verification are mandatorily required to be produced on Date of joining. Any delay in submission, your DATE OF JOINING shall be modified as per statutory regulations. Failure on your part to submit the documents, this offer of employment shall stand automatically cancelled and withdrawn.

We will appreciate if you could send us a confirmation that these terms and conditions are acceptable to you and would join

us at the earliest with intimation to **KRISHNAMOORTHY G-DEPUTY MANAGER- KRISHNAMOORTHY.G@STFC.IN(9952599234)**.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer.

For **SHRIRAM FINANCE LIMITED**

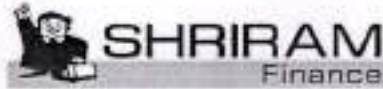
**A.GANESH**  
SENIOR VICE PRESIDENT

(Accepted)

Disclaimer: SHRIRAM FINANCE LIMITED do not engage any consultants or agencies for recruitments.

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






**REMUNERATION DETAILS OF MS.PREETHI B**  
**(BUSINESS EXECUTIVE - OP3)**

S.NO.	COMPONENTS	AMOUNT MONTHLY	AMOUNT YEARLY
1.	BASIC SALARY	5500.00	66000.00
2.	HOUSE RENT ALLOWANCE	2000.00	24000.00
3.	MEDICAL ALLOWANCE	1250.00	15000.00
4.	EDUCATION ALLOWANCE	200.00	2400.00
5.	OTHER ALLOWANCE	4260.00	51120.00
6.	VEHICLE ALLOWANCE	2000.00	24000.00
7.	PETROL ALLOWANCE	5000.00	60000.00
8.	TELEPHONE ALLOWANCE	500.00	6000.00
	<b>GROSS</b>	<b>20710.00</b>	<b>248520.00</b>
9.	INSURANCE BENEFITS	250.00	3000.00
10.	PROVIDENT FUND	1800.00	21600.00
11.	BONUS/EXGRATIA	1100.00	13200.00
	<b>CTC</b>	<b>23860.00</b>	<b>286320.00</b>

**NOTE:**

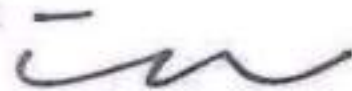
1. Item on Sr.No. 1 to 8 shall be paid through payroll.
2. Item on Sr.No. 9 shall be towards insurance benefits.
3. Item on Sr.No. 10 is company's contribution towards your Provident Fund.
4. Item on Sr.No. 11 as and when declared.

For SHRIRAM FINANCE LIMITED

  
**A.GANESH**  
**SENIOR VICE PRESIDENT**

(Accepted)

**PRINCIPAL**  
PRINCESSHRIVENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIKANNAM, CHENNAI-600 073.



# INNOVATE NETWORKS

E-SERVICES PVT LTD.

## Letter of Offer

1st June 2023

Name: Preethi V

Chennai

Phone no: +91 9970845781

Dear Preethi V,

Thank you for giving us the opportunity to discuss possible employment with Innovate Networks E-Services Pvt Ltd!

As a result of the discussions, we have had with you, we are delighted to make you an offer for the position of **Business Analyst**, at **Bangalore** on the following terms and conditions:

1. Your appointment will be effective on or before **10th July 2023**. Kindly advise us the date that would be convenient for you to join within the aforesaid date.
2. Your location of employment will be Bangalore, India ( **Pruthvi Tower, Plot No. 1571/A, 1st Floor, 27th Main, Sector 2, HSR Layout, Bengaluru, Karnataka 560102**).
3. Your annual compensation (Cost to Company/CTC) will be **INR 4,50,000 (Rupees Four lakhs Fifty thousand only)** details as per the annexure.
4. The following documents are to be submitted once you accept this offer.
  - Mark sheets- 10th, 12th, Graduate and Post Graduate mark sheets
  - Experience certificate - Relieving certificate from previous organization/s
  - Salary certificate - last 1 month pay slip of previous organization, Offer letter.
  - Certificate of address - Aadhar, Pan copy or passport copy
5. You will be eligible for earned leaves of 15 days and emergency leave of 5 days Annually. Earned Leave is credited on a monthly basis and the leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. You are entitled to 12 days of public holiday as declared by the Company in a calendar year (Jan to Dec).
6. You and your family will be entitled for a Health insurance benefit from the date of confirmation. A maximum sum insured of **INR 10,00,000/family**, includes spouse, 4 children under the age of 25 years and dependent parents.

---

#234, 1 Floor, 16th Main, 22 Cross, HSR Layout - Sector 3, Bangalore 560102 | Phone: 080-69-000-69

Email: [info@innovatenetworks.com](mailto:info@innovatenetworks.com)

CIN: U72400KA 2009PTC05 1984





# INNOVATE NETWORKS

E-SERVICES PVT LTD.

Annexure  
(Salary Break-up)

Name:	Preethi V
Designation:	Business Analyst
Location:	Bangalore
CTC – INR Per Year	4,50,000
<b>Salary Components</b>	<b>INR Per Year</b>
Basic Salary	2,25,000
*Flexiable Allowance Option	2,25,000
<b>Total Salary(A)</b>	<b>4,50,000</b>
<b>Mediclaim, Personal accident, Term insurance benefits over and above CTC</b>	

<i>Allowance</i>	<i>INR Per Year</i>	<i>Flexiable Option Gudelines</i>	<i>INR Per Month</i>
<i>HRA</i>	<i>1,12,500</i>	<i>Maximum up to 50% of basic Salary*</i>	<i>9,375</i>
<i>Conveyance Allowance</i>	<i>19,200</i>		<i>1,600</i>
<i>Medical Reimbursement</i>	<i>15,000</i>		<i>1,250</i>
<i>Special Allowance</i>	<i>78,300</i>	<i>Balance Amount</i>	<i>6,525</i>
<i>Pf(employer Contribution)</i>		<i>Inr 1,800 per month</i>	

#234, 1 Floor, 16th Main, 22 Cross, HSR Layout - Sector 3, Bangalore 560102 | Phone: 080-69-000-69

Email: [info@innovatenetworks.com](mailto:info@innovatenetworks.com)

CIN: U72400KA 2009PTC05 1984

Date: 07 September 2023

**Preshika G**

**Sub: Offer Letter**

**Dear Preshika,**

With reference to your application and the subsequent interview you had with us, we have pleasure in offering you a job with the following details and on the terms and conditions discussed and agreed upon by you at the time of interview and as embodied in a separate letter of appointment which will be given to you at the time of joining

Designation	: IN-BUSINESS OPERATIONS ASSOCIATE III
Annual CTC	: Rs. 464000/-
Date of Joining	: 12 September 2023
Place of Posting	: HP Olympia Technology Park, CITIUS 'A' 6th Floor No.1, SIDCO Industrial Estate, Guindy Chennai, Chennai, Tamil Nadu, India.

You are required to report to work at the above mentioned date of joining and location on or before 09:00 AM, failing which this offer will stand automatically withdrawn. We are providing this Offer Letter, however, if your **Background Verification Report is red**, then this Offer shall be withdrawn.

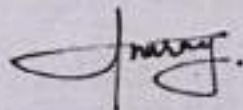
In case you wish to terminate your employment with the organization, you are required to serve mandatory notice period of 30 days from the date of acceptance of resignation.

Please signify your acceptance by signing and returning the duplicate copy of this letter. We look forward to your joining our team for a long and successful association.

*Welcome Aboard in Pyramid team*

Sincerely,

For Pyramid IT Consulting Pvt. Ltd.



Anurag Juyal

Associate General Manager-HR

On joining the Company, you are required to furnish the following documents to the HR Department:  
Please send us the scanned copy of these documents.

- Birth certificate
- Education mark sheet/ Degree or provisional certificate for Bachelor & PG degree
- Scan copy of relieving
- Address proof, photo ID proof & PAN Card
- For current employing latest month's salary slip

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
CHENNAI



**Offer Letter Agreement**  
*(Private and Confidential)*

**Date: 11<sup>th</sup> August 2023**

**Name: Praveena S**

**Designation: Business Development Executive**

We are pleased to offer you the position of **Business Development Executive** with us here at Nibav Lifts Private Limited. We sincerely hope you would achieve new heights in your professional growth as well as make a significant contribution to the success of the company while working with us.

**Commencement Date**

Your joining date is **11<sup>th</sup> August 2023**

**Working Location**

Ideally, you'll be based in **Chennai**, but August require to travel or relocate to our other Office locations as per the requirement of the market or your reporting manager.

**Remuneration**

Your remuneration would be as given below and will be paid on the 31<sup>st</sup> of every succeeding month.

Components	Per Month (in Rs)	Per Annum (in Rs)
Basic	14,000	1,68,000
HRA	7,000	84,000
Special Allowance	11,150	1,33,800
Travel Allowance	1,600	19,200
Medical Allowance	1,250	15,000
<b>Gross</b>	<b>35,000</b>	<b>4,20,000</b>

Applicable TDS will be deducted.

\*For any loss or damage of personal belongings, the company will not be responsible for the same.

**Nibav Lifts Pvt Ltd**

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelambur, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828. E-mail: [info@nibavlifts.com](mailto:info@nibavlifts.com) | CIN: U31100TN2019PTC133681 | ISO 9001:2015 Certified

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

## 22. Applicable Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the land which shall be Tamil Nadu. Each party hereby irrevocably submits to the exclusive jurisdiction of the courts of Chennai for the adjudication of any dispute (Civil or Criminal) hereunder or in connection herewith.

### Welcome and Acceptance

We would like to take this opportunity to welcome you to Nibav Lifts Private Limited and wish you a long and rewarding career with us.

For Nibav Lifts Private Limited,




**Balaraman P**

**HR Operations Team Lead**

I hereby accept the terms and conditions of this offer letter agreement.

Name: S. PRAVEENA

Signature:  S. PRAVEENA

Date: 11/8/2023

\*All the terms and condition are subject to change and will be notified by the company.

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

**Nibav Lifts Pvt Ltd**

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelangami, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: [info@nibavlifts.com](mailto:info@nibavlifts.com) | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified





Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthiseva Nagar  
Bangalore 560005

optum.com

16<sup>th</sup> June 2023

Prithika Boopalan,  
No: 3, Parry Colony, Keelkatalai,  
Chennai, Tamil Nadu - 500064.

Dear Prithika Boopalan,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Health & Technology (India) Private Limited ("the Company") in the position of **Process Associate** at the Company's office located at Chennai, on the terms and conditions set out hereinafter:

#### EMPLOYMENT

Your effective date of joining shall be no later than **June 21<sup>st</sup>, 2023**. Your employment with the Company shall be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date. You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

Any reference to the Company's policies in this offer letter means OHT-Epl Source policies.

#### PROBATION

You shall serve a minimum probation period as follows from the date of your joining the Company ("Probation") following which your employment with the Company shall be confirmed.

- 4-6 months for Trainees & Hackal Codes
- 6 months for Executive coder to Team coach/QA and support functions
- 6-9 months for TL to AM

The Company reserves the right to extend the Probation period for an additional 90 days in the event of your performance being dissatisfactory. You shall be deemed to continue on Probation until you are confirmed and your confirmation has been communicated to you.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, handbooks whereof shall be made available to you upon request, but which otherwise are available on the Company's website or HRMS portal.

During the period of Probation, either the Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, One Month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of Appendix 3 to this letter of appointment.

Registered Office: ITC Green Centre, Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthiseva Nagar Bangalore 560005  
CIN: U74910KA2005GPTC038515, Phone +91 80 4257300 Email: [incontact@optum.com](mailto:incontact@optum.com), Website: [www.optum.com](http://www.optum.com)

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



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No. 18, Bangaswadi Main Road, Maruthi Seva Nagar  
Bengaluru 560005

optum.com

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendices, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendices.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of Optum Health and Technology (India) Private Limited. We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to Optum Health and Technology (India) Private Limited. On your first day of employment, please report to our office located at Chennai at 8:30 AM along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Prithika Boopalan, we thank you for considering Optum Health and Technology (India) Private Limited as your future employer. We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do your life's best work.

For Optum Health and Technology (India) Private Limited.

Amber Alam - Director

I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

Date: 16-06-23

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Bangaswadi Main Road, Maruthi Seva Nagar, Bengaluru 560005  
CIN: U74950KA2005PTC036545, Phone: +91 80 4257360 Email: [inquiries@optum.com](mailto:inquiries@optum.com), Website: [www.optum.com](http://www.optum.com)

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





**Offer Letter Agreement**  
*(Private and Confidential)*

**Date: 11<sup>th</sup> August 2023**

**Name: Prithika G**

**Designation: Business Development Executive**

We are pleased to offer you the position of **Business Development Executive** with us here at Nibav Lifts Private Limited. We sincerely hope you would achieve new heights in your professional growth as well as make a significant contribution to the success of the company while working with us.

**Commencement Date**

Your joining date is **11<sup>th</sup> August 2023**

**Working Location**

Ideally, you'll be based in **Hyderabad**, but August require to travel or relocate to our other Office locations as per the requirement of the market or your reporting manager.

**Remuneration**

Your remuneration would be as given below and will be paid on the 31<sup>st</sup> of every succeeding month.

Components	Per Month (in Rs)	Per Annum (in Rs)
Basic	14,000	1,68,000
HRA	7,000	84,000
Special Allowance	11,150	1,33,800
Travel Allowance	1,600	19,200
Medical Allowance	1,250	15,000
<b>Gross</b>	<b>35,000</b>	<b>4,20,000</b>

Applicable TDS will be deducted.

\*For any loss or damage of personal belongings, the company will not be responsible for the same.

**Nibav Lifts Pvt Ltd**

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelaggarai, Chennai - 600 113

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: [info@nibavlifts.com](mailto:info@nibavlifts.com) | CIN: U31100TN2019PTC132681 | ISO 9001:2015 Certified

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



## 22. Applicable Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the land which shall be Tamil Nadu. Each party hereby irrevocably submits to the exclusive jurisdiction of the courts of Chennai for the adjudication of any dispute (Civil or Criminal) hereunder or in connection herewith.

### Welcome and Acceptance

We would like to take this opportunity to welcome you to Nibav Lifts Private Limited and wish you a long and rewarding career with us.

For Nibav Lifts Private Limited,



**Balaraman P**

**HR Operations Team Lead**

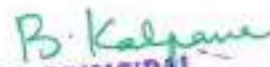
I hereby accept the terms and conditions of this offer letter agreement.

Name: PRITHIKA G.

Signature: Prithika G.

Date: 11/8/2023

\*All the terms and condition are subject to change and will be notified by the company.

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

**Nibav Lifts Pvt Ltd**

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelanganni, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd. Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828. E-mail: [info@nibavlifts.com](mailto:info@nibavlifts.com) | CIN: U31100TN2019PTC132681 | ISO 9001 : 2015 Certified



Ernst & Young LLP  
11th to 13th Floor, The Ruby  
24, Senapati Bapat Marg  
Dadar (West)  
Mumbai - 400 028, India  
Phone: +91 22 6192 0000  
Fax: +91 22 6192 1000

26 July 2023

Mr. Prithvi Raj  
27/68, Tulip Garden, Krishna Nagar, Rajekilpakkam  
600073

### Your appointment as Analyst in Technology Consulting

Dear Prithvi,

With reference to your application and the subsequent interview(s) you have had with us, we are pleased to confirm your appointment for the above position in Ernst & Young LLP subject to the following terms and conditions. Further, we understand that you have appeared / will be appearing for Final exams. This appointment is subject to you clearing said exams. In case you are unsuccessful this appointment will automatically be void.

#### 1. Job Title

You shall be designated as Analyst in Band 6.

The designation and band are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect thereof. The Management retains the right at all times to change / modify / amend the titles/ designations or to reorganize the band structure, which may impact the above fact.

#### 2. Annual compensation

- Your annual compensation including benefits, allowances, and perquisites, if any, payable by the Firm is INR 4,50,000 per annum (Rupees Four Lakh Fifty Thousand Only only). A typical break up is provided as an illustration in Annexure A to this Agreement.
- Besides this you will be eligible for Gratuity as per Payment of Gratuity Act, 1972. You may note that as per the Act provisions there is an upper limit of 20 Lakh.
- Your compensation will be subject to income tax as per the provisions of the Income Tax Act, 1961.

#### 3. Date of joining

As agreed, you shall join the services of the Firm on 14 August 2023.

#### 4. Probation

You shall be on probation for a period of (6) months from your date of joining, the period of which may be further extended at the discretion of the Management. After completion of the probation period and subject to your performance your appointment shall be confirmed in writing.

Ernst & Young LLP, a Limited Liability Partnership with LLP Identity No. AAB43343  
A member firm of Ernst & Young Global Limited, Regd. Office: 22, Senapati Bapat, 3rd Floor, Senapati Bapat - 400016

*B. Kalpane*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE  
GOVT. HIGHER SECONDARY SCHOOL,  
GOVT. HIGHER SECONDARY SCHOOL, L.H.P.





- a. **Conditions precedent:** This appointment is valid subject to (a) your being medically fit, (b) your furnishing at the time of joining, documents in proof of your having been relieved by your present employer, and (c) our receiving satisfactory references on your background.
- f. **Privity of contract:** The terms of this Agreement may only be enforced by a party to this Agreement.
- g. **Governing law and dispute resolution:** This Agreement, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this Agreement the decision of the Management of the Firm shall be final and binding.
- h. **Certificate of Practice:** If you currently hold a Certificate of Practice (CoP) issued by the Institute of Chartered Accountants of India, you hereby undertake to surrender the CoP with immediate effect, and provide us with evidence thereof. If you are a Chartered Accountant and do not currently hold a CoP issued by the Institute of Chartered Accountants of India, you hereby undertake not to apply for such CoP unless instructed or required by the Firm to do so.
- i. You will disclose any directorships, trusteeships or other personal appointments held by you. You will consult and inform the Firm's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Firm's policies on the Directorship Evaluation Tool (DET) within 15 days of your date of joining. You will further notify or obtain prior approval, as applicable, from the Risk Management team, for any changes in the appointments that you may hold in the future.

Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this Agreement and return the same to us for the Firm's records.

Yours sincerely,

For Ernst & Young LLP

Anshula Varma

Authorised Signatory

I hereby accept the position and terms and conditions of employment offered.

Signature

Date

12/08/2023

Prithvi Raj

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

INSTITUTION  
ESTABLISHED BY THE  
GOWRIVAKKAM  
CHENNAI-600 073



**Annexure A**  
**Illustrative compensation break-up**

Particulars	Annual Values (INR)	
<b>(A) Salary Components</b>	<b>4,19,400</b>	
Basic Salary:	2,83,200	
House Rent Allowance:	1,20,000	
Special Allowance:		
Conveyance Allowance:	39,600	
<b>(B) Other Perquisites</b>	<b>30,600</b>	
Firm's Contribution to Provident Fund:	30,384	
Year End Ex-Gratia	216	
<b>(C) Annual Fixed Compensation (A+B)</b>	<b>4,50,000</b>	
<b>(D) Other Benefits</b>	<b>32,173</b>	
Gratuity (accrued)	12,173	
Firm's contribution towards Medical Insurance	20,000	
<b>(E) Total Compensation (C+D)</b>	<b>4,82,173</b>	
<b>(F) Annual performance bonus (earning potential)</b>	<b>Min. 0%</b>	<b>Max. 12%</b>
	0	54,000
<b>Annual total earning potential (E+F)</b>	<b>4,82,173</b>	<b>5,36,173</b>

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



Date: 9 May 2023

Priya Dharshini S  
No. 23/35, Vaithiyanadhan Street, Santhosapuram,  
TN 600073

Dear Priya Dharshini S,

Subsequent to our discussion, we are pleased to appoint you in eTeam Infoservices Pvt. Ltd as "Transaction Processing Representative". You are expected to join on or before "11 May 2023", failing which, eTeam reserves the right to rescind this letter.

You will work out of our client Accenture and your Annual Cost to Company (CTC) will be CTC 4,80,000/- (Four Lakh and Eighty Thousand Rupees Only) as detailed in Annexure "A"

During your period of employment, you would be governed by the terms and conditions as per the appointment letter and HR Handbook which would be amended from time to time.

#### 1) DOCUMENTS

You shall produce at the time of starting employment (or within one week thereafter) the documents to the Company as mentioned below. Any delays in submitting the requested documents, it may affect your joining or processing your first pay.

This appointment is offered based on your having furnished the Company, correct information regarding your past service and other records. If at any time it is revealed that employment has been obtained by furnishing false information or withholding pertinent information, the Company will be free to terminate your service at any time without notice.

- Copies in support of your educational qualification(s) (marksheets and degree certificates)
- Copies in support of your work experience (Offer/appointment and experience/relieving letters)
- Copy of your resignation acceptance or release communication from current employer
- 2 passport size photographs
- Form 16/salary certificate/Bank Statement
- Address proof (Aadhar Card, PAN, Passport etc.)
- Compliance Documents (Form 7, Form 2, Form 11, etc)

#### II) SALARY

- a) Your annual remuneration is as specified in Your Appointment Letter.
- b) This compensation package has been customized for you after taking into account your qualifications, and relevance of experience and your role and responsibilities.
- c) You will be required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee, except to the Head of your department and the head of HR Dept. of the Company.
- d) In the similar way, when deputed to work in respect at the client site, you are expected to maintain full confidentiality regarding your salary packages and expected not to divulge.



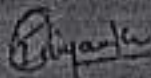
**Entitlements:** All entitlements listed below are SUBJECT to Company Policies, Procedures and guidelines that may be in force or as Issued/Changed from time to time. All perquisites and Income Tax Act, 1961, which may be applicable, Including tax on perquisite value.

Rupees (Four Lakh and Eighty Thousand) Only (Per Annum)

- Incentive/Referral/Reimbursement/Bonus or any other variable amount is payable subject to the employee's performance as per Company policies and at the sole discretion of the Company's management.
- Please note that first salary for those who join after the 25th of the month will be processed in following month's payroll cycle post receipt of your complete set of documents.
- Any tax implication arising out of the above structure to the borne by the employee.
- Income tax relief in respect of Reimbursements will be provided only on production of bills and will be restricted to the amount mentioned against them.

Yours Truly

For eTeam Service Private Limited

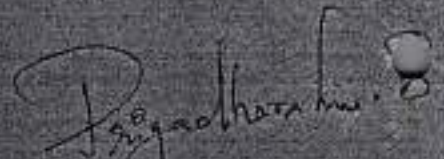


Priyanka Mahajan

Senior Executive - HR



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SOLICITANNA, CHENNAI - 600 073



Agreed and Accepted by





**Expertrons**  
Inspire Success

@expertrons  
 @expertrons  
 @expertrons

Date : 14th June, 2022

Private & Confidential

To,  
Priya,

Subject: Offer Letter

Dear Priya,

It gives us great pleasure to welcome you to be a part of Expertrons Technologies Pvt. Ltd. family.

Further to your application and subsequent interview, we are pleased to offer you the position of **Business Development Executive**. Your date of joining would be **15th June 2023**.

We will be offering you this position at an emolument of **Rs. 4,20,000 (Four Lakhs Twenty Thousand Only) per annum**, which includes a **(Fixed Gross Monthly Component of Rs. 27,500/- Fixed Incentive (disbursed quarterly) Component of Rs. 2,500/- and Monthly Variable Component of Rs. 5,000/-) per month** consolidated as mentioned in Annexure A. The organization currently adheres to a **two months' probation period**. During this time you should evaluate the position to make certain it satisfies your job expectations and needs while management evaluates your suitability for the position.

We believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with **Expertrons**.

Your appointment will be governed by the terms and conditions presented in **Annexure A**.

In addition to the key policies mentioned on the following pages, you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies can be found on our HRMS. Please go through them immediately upon joining.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

*B. Kalpana*

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**GOWRIVAKKAM, CHENNAI-600 073**



www.expertrons.com



BI- 401, Karakia Boomerang, Chandivall Farm Rd, Yadvav  
Nagar, Chandivall, Powai, Mumbai-400072

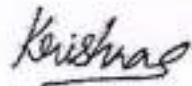
26. Preceding, during and succeeding the period of employment, (i) you agree that you will not disparage or criticize the Company or its Affiliates, or their respective businesses, management, directors, business practices, or equity holders (the "Company Entities") and that you will not otherwise do or say anything that could disrupt the good morale, or otherwise harm the interests or reputations, of the Company Entities and (ii) you agree that you will not disparage or criticize the product, services or the offerings of the company on any public forum, blogs, social network etc. In case of breach of this clause, the company will be liable to take legal action against you.

27. You need to report to the office, Address: B1 -401, Kanakia Boomerang, Chandivall Farm Road, Yadav Nagar, Chandivall, Powai, Mumbai, Maharashtra 400072.

I have negotiated, agreed, read, and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Congratulations!

Warm Regards,

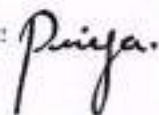



Krishna Separiya  
HR Manager

Date: 15/06/2023

Name: PRIYA

Place: CHENNAI

Signature: 

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



January 19 , 2023

Priyaadharshini Saravanan

19-A, M.G.R Street, Anandhapuram,  
East Tambaram,  
Tamil Nadu- 600059 India

Dear Priyaadharshini ,

Sub: Offer Letter

Congratulations!

We are pleased to offer you the position of **Document Production Associate** for **Banking** unit at Williams Lea India Pvt. Ltd. You are required to join duty on or before **23 June 2023**, post which the offer stands void.

You will be reporting to the **Senior Client Manager**

The terms and conditions of your appointment are as follows –

#### 1. SALARY & JOB BAND

Your annual remuneration would be **INR 5,09,628/- (Five Lakh Nine Thousand Six Hundred and twenty-eight only)**, details of the same have been specified in the annexure to this letter. Your Job Banding would be **O**. You will be governed at all times by the policies, procedures and rules of the company related to the salary, allowance, benefits and pre-requisites which are specified in the offer letter. Please note that if your DOJ is on or after 6<sup>th</sup> of a month, then the pro-rated salary for that month shall be paid along with subsequent month's salary. E.g. if your DOJ is in between 6<sup>th</sup> January 2021 to 31<sup>st</sup> January 2021 (both dates inclusive), then your pro-rated salary for the month of January 2021 shall be paid along with your February 2021 salary. Further, the company may modify or change such allowances, benefits and pre-requisites from time to time in accordance with its policies. The entitlements will be governed by the job band an employee belongs to.

#### 2. INITIAL PLACE OF POSTING

Your initial place of posting will be **Module 0308 "D" Block, Third Floor, Tidel Park, Taramani, Chennai-600113, Tamil Nadu, India.**

#### 3. JOB ASSIGNMENTS

You may during the course of your employment be given any assignment arising out of the company's business that the company, in its subjective judgments, feels is suited to your background, qualifications or experience.

#### 4. TRANSFER

The company, may in its business interest, transfer you to any of its offices in India or abroad on such terms and conditions as are applicable to such transfers as per company rules.

#### 5. SERVICE CONDITIONS

During the period of your employment with the company, the service rules and regulations of the company and the amendments that may be brought into force from time to time and the rules governing business conduct, ethics and secrecy shall govern you.

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE

be ~~One~~ month both from your side and the employer's side; and on confirmation of your employment the notice period will stand revised to two months.

#### 14. MINIMUM SERVICE PERIOD

In case of leaving, the employee shall serve two months' notice period. The payment for notice period will be solely at the discretion of the Management. The salary payable shall be the Basic salary drawn at the time of resignation. In the event of misconduct or an act of serious breach by you, the company is entitled to terminate your employment with immediate effect without any prior notice.

The Company, at its sole discretion, may terminate services of employment after giving due notice, under any of the following conditions:

- When performance does not meet acceptable standards, as defined by the Business unit
- When client operations shut down completely and there is a possibility of business impact
- Any other Force majeure situations that may affect the company operations.

#### 15. EMPLOYMENT RELATIONSHIP

Under this offer of employment, the company is engaging you as a full-time employee and you shall be assigned to work with any of the clients that we support worldwide. In engaging your services, employment relationship is between you and Williams Lea India Pvt Ltd. alone and not to the client that you are aligned to. You will also not be entitled to any benefits including and not limited to any bonus, allowance, severance payment, compensation, stock, options, etc., which are provided by the client to its permanent employees and/or claim permanency of employment with the client.

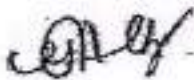
#### 16. SHIFTS

You will be required to work in shifts as per company's needs.

#### 17. ACCEPTANCE

If the terms and conditions of appointment enumerated in this letter of appointment, including its annexure are acceptable to you, please confirm your acceptance by signing on the duplicate copy of this letter and return it to the company. We welcome you to the organization and sincerely hope that your period of service will be long, pleasant and of mutual benefit.

For Williams Lea India Pvt. Ltd.




Anandaraj George  
Senior Manager – HR Operations

I agree to accept employment on the above-mentioned terms and conditions:

Signed 

Name: PRIYAADHARSHINI

Date: 11-06-23

  
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GOWRIVAKKAM, CHENNAI - 600 073





**SOCIAL  
BEAT**  
ROI Driven Digital Marketing

Dated: 29<sup>th</sup> November 2023

**OFFER & APPOINTMENT LETTER**

To,  
Ms. Priyadharshini

Dear Priyadharshini,

We are glad to inform you that, upon acceptance offer, you will be of this appointed as **Video Designer** at Social Beat, Chennai as per terms and conditions discussed and agreed upon as under:

1. You are expected to join Social Beat on or before 10<sup>th</sup> December 2023, 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 ₹346,600.00 (Rupees Three Lakh Forty Six Thousand Six Hundred only) which includes an annual bonus of ₹25,000.00 (Rupees Seventy Two Thousand only) payable at the completion of a year.
3. **Induction:** You will undergo a 2-3 day induction/training in Chennai 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.
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 the 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 the Social Beat without any prior notice.
  1. During notice period time, you will ensure that all the assigned work has been completed / handed over to the satisfaction of the Social Beat before you are relieved. The decision on the date on which you will be relieved rests solely with Social Beat. In case you terminate

*B. Kalpana*  
PRINCIPAL

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



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthiseva  
Nagar Bangalore 560005

optum.com

20-02-2023

Priyadharshini J K,  
No-4/255, Ponni Nagar, Pammal  
Chennai, Tamil Nadu, 600075.

Dear Priyadharshini J-K,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Health and Technology (India) Private Limited ("the Company") in the position of Junior Coder - MCC at the Company's office located at Chennai, on the terms and conditions set out hereinafter:

#### EMPLOYMENT

Your effective date of joining shall be no later than 20-06-2023. Your employment with the Company shall be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date. You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

Any reference to the Company's policies in this offer letter means OHT-Epi Source policies.

#### PROBATION

You shall serve a minimum probation period as follows from the date of your joining the Company ("Probation") following which your employment with the Company shall be confirmed.

- 4-6 months for Trainees & Medical Coders
- 6 months for Executive coder to Team coach/QA and support functions
- 6-9 months for TL to AM

The Company reserves the right to extend the Probation period for an additional 60 days in the event of your performance being dissatisfactory. You shall be deemed to continue on Probation until you are confirmed and your confirmation has been communicated to you.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies whereof shall be made available to you upon request, but which otherwise are available on the Company's website or HRMS portal.

Registered Office: ITC Green Centre-Northeast Wing, 3rd Floor, No. 18, Banaswadi Main Road Maruthiseva Nagar Bangalore 560005

CIN: U74910KA2005PTC036515, Phone +91 80 4257360 Email: [inc@optum.com](mailto:inc@optum.com) Website: [www.optum.com](http://www.optum.com)

*B. Kalpana*  
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GUWRIVAKKAM, CHENNAI 600 173.





Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthiseva  
Nagar Bangalore 560005

optum.com

and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of Optum Health and Technology (India) Private Limited. We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to Optum Health and Technology (India) Private Limited. On your first day of employment, please report to our office located at Prince Infocity 2 It Park (9th Floor) at Chennai along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Priyadharshini J.K., we thank you for considering Optum Health and Technology (India) Private Limited as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do your life's best work.<sup>™</sup>

For Optum Health and Technology (India) Private Limited

Manjula Palanisamy  
Vice President - Human Resources

I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

Date: 19/2/23

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthiseva Nagar Bangalore 560005

CIN: U74910KA2005PTC036515, Phone +91 80 4257300 Email: [incontact@optum.com](mailto:incontact@optum.com), Website: [www.optum.com](http://www.optum.com)

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ITC Green Centre, Northeast Wing, 3rd Floor,  
No.18, Banaswadi Main Road, Maruthiseva  
Nagar Bangalore 560005

[optum.com](http://optum.com)

administrative and/or management purposes. You further consent to the transfer of your Personal Data to other members of the UnitedHealth Group and to other third parties including those who provide products or services to the Company (such as benefit providers, record maintenance and payroll administrators), legal counsel, regulatory authorities, potential or future employers and potential purchasers of the Company or the business in which you work provided that the transfer is for one of the purposes referred to above, even where the recipient of the data is located in a country or territory which does not maintain adequate data protection standards but where the Company has nevertheless installed reasonable technical safeguards to avoid unauthorized access.

12.3. I further consent to my Personal Data being stored on a central database in the USA or wherever it may be located in the future, which is accessible by persons from the UnitedHealth Group and other third parties mentioned above in a number of different countries or territories, including countries and territories which do not maintain adequate data protection standards. For the purposes of this consent, "Personal Data" includes, but is not limited to: name, address and contact details, date of birth, marital status, educational background, employment application, history with the company, job title, areas of expertise, details of salary and benefits, social security number, bank details, performance appraisals, salary reviews, records relating to holiday and other leave, working time records, details of any shares of common stock or directorships of the Company or any other member of the UnitedHealth Group held by you, details of all stock options, phantom stock options, or any entitlement to shares of common stock of the Company or any other member of the UnitedHealth Group awarded, cancelled, exercised, vested, unvested or outstanding in your favor and other management records. Personal Data also includes Sensitive Personal Data relating to your health (including information in the employee medical questionnaire, records of sickness absence, medical certificates and reports).

### 13. OTHERS

13.1. You shall be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of appointment. In case of any conflict between this letter of appointment and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13.2. You shall inform the Company as soon as possible about any change in your residential address.

13.3. Survival: Section 1, 2, 3, 4 & 12.3 shall survive the termination of this letter of appointment.

---

**Registered Office:** ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthiseva Nagar Bangalore 560005

CIN: U74B10KA2D05PTC036515, Phone +91 80 4257300 Email [hr@optum.com](mailto:hr@optum.com) Website [www.optum.com](http://www.optum.com)

*B. Kalpana*  
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PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIAKKAM, CHENNAI - 600 075.



**Offer Letter Agreement**  
*(Private and Confidential)*

**Date:** 11<sup>th</sup> August 2023

**Name:** Priyadharshini G

**Designation:** Business Development Executive

We are pleased to offer you the position of **Business Development Executive** with us here at Nibav Lifts Private Limited. We sincerely hope you would achieve new heights in your professional growth as well as make a significant contribution to the success of the company while working with us.

**Commencement Date**

Your joining date is 11<sup>th</sup> August 2023

**Working Location**

Ideally, you'll be based in **Chennai**, but August require to travel or relocate to our other Office locations as per the requirement of the market or your reporting manager.

**Remuneration**

Your remuneration would be as given below and will be paid on the 31<sup>st</sup> of every succeeding month.

Components	Per Month (in Rs)	Per Annam (in Rs)
Basic	14,000	1,68,000
HRA	7,000	84,000
Special Allowance	11,150	1,33,800
Travel Allowance	1,600	19,200
Medical Allowance	1,250	15,000
<b>Gross</b>	<b>35,000</b>	<b>4,20,000</b>

Applicable TDS will be deducted.

\*For any loss or damage of personal belongings, the company will not be responsible for the same.

Office Address: Nibav Towers, No.115, Kazura Garden, 1st Street, Neelishgarai, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828, E-mail: [info@nibavlifts.com](mailto:info@nibavlifts.com) | CIN: U31100TN2019PTC112204 | HSN: 9001200000

Nibav Lifts Pvt Ltd

*B. Kalpana*

PRINCIPAL

PRINCE SHRI VEENAKESHWARA

ARTS AND SCIENCE COLLEGE

GOWRIVAKKAM, CHENNAI - 600 073.

## 22. Applicable Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the land which shall be Tamil Nadu. Each party hereby irrevocably submits to the exclusive jurisdiction of the courts of Chennai for the adjudication of any dispute (Civil or Criminal) hereunder or in connection herewith.

### Welcome and Acceptance

We would like to take this opportunity to welcome you to Nibav Lifts Private Limited and wish you a long and rewarding career with us.

For Nibav Lifts Private Limited,



**Balaraman P**

**HR Operations Team Lead**

I hereby accept the terms and conditions of this offer letter agreement.

Name: G. PRIYADHARSHINI

Signature: G. Priya Dharshini

Date: 11-08-2023

\*All the terms and condition are subject to change and will be notified by the company.

Nibav Lifts Pvt Ltd

Office Address: Nibav Towers, No.115, Kazum Garden, 1st Street, Neelangudi, Chennai - 600 115

Registered Address: Nibav Building, No 11, LB Rd, Adyar, Chennai, Tamil Nadu - 600 020

Ph: +91-44-2490 2828. E-mail: [info@nibavlifts.com](mailto:info@nibavlifts.com) | CIN: U31100TN2019PTC132681 | ISO 9001:2015 Certified

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



Date: September 14, 2023

Private and Confidential

PRIYADHARSHINI J L

No.45,Durai Raghupathy Street,  
Chrompet,  
Chennai,  
Tamil Nadu,  
India-600044

Dear Priyadharshini,

Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer -cum - appointment with **HCL Technologies Ltd., - Digital Process Operations ("DPO" or "HCLTech" or "Company")** as **Customer Service Representative**. You are required to report on September 18, 2023 at 09:00 a.m., at the address: **HCL Technologies Ltd., - Digital Process Operations, Chennai-SEZ,SDB5, GF Lab3; 3rd & 4th flr.**

- Your annual compensation would be **Rs. 235000 Per annum** as per compensation structure outlined in Annexure I. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure III.**
- You are requested to accept the offer within **07 days** and mail the confirmation of acceptance to recruiter's email [id gunasekaran.m@hcl.com](mailto:gunasekaran.m@hcl.com), failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.
- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct.

Signature of the employee

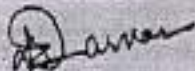
*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 073.  
806 5204861, 95 76394 76394, New Delhi - 300091 India



Yours sincerely,

For HCL TECH LTD BPO SERVICES



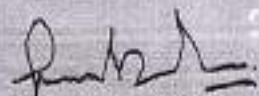
**Debasis Sarkar**

Sr. VP, Head-Global Rewards

DEBASIS SARKAR  
SENIOR VICE PRESIDENT

This is system generated Letter/Contract. Agreeing to the Offer and its terms and conditions in the workflow is as good as signing of physical contract/letter on mutual agreement between us. It has all legal binding as per the law, if mutual trust is breached at any point of time.

*B. Kalpane*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
WARANANAPETA, NELLORE



Signature of the employee





Date: 24-11-2023

**Subject: Offer of Employment**

Dear Priyadharshini K,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in black ink, appearing to read "Sushil", written over a horizontal line.

**Sushil Chander**  
**Vice President – Human Resources**

**Annexure 1**

**Date:** 24-11-2023

**Name:** Priyadharshini K  
**Designation:** Executive Trainee  
**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents



HRD-OFFR-42/AR/0211  
11/2/2023

Priyadharshini S  
NO 4B, Kovalan Nagar, 2nd Main Road,  
Palikaranal,  
TAMIL NADU  
600100

Offer Letter

Dear Priyadharshini S

Congratulations! Further to the Interview you had with us, we are pleased to extend an offer to you in the capacity of a "Trainee - Customer Care" in grade "P0".

Your Annual CTC will be Rs.3,00,000 (Three Lakh Rupees) and detailed break up of your salary has been explained in the enclosed Annexure.

Terms and Conditions of Employment:

This offer is valid until 03/11/2023\* which will be your joining date with us and will stand void post your stated joining date.

And note that this offer is purely based on the information/documents provided by you and by accepting the offer, you specifically authorize the Company or any external agency through us to verify your educational, employment antecedents, your conduct, and any other background checks prior to your joining the Company or thereafter. You shall extend co-operation (if asked for) during such verification without any protest or demur. If there is a discrepancy in any of the information submitted by you (which formed the basis for this offer) or in the copies of the documents/certificates given by you as proof in support of the above, the Company reserves the right to revoke the offer at any time during service.

- A. **Probation:** You will be on probation for 6 months and your employment will be confirmed in the rolls of the company based on your performance during the probationary period.
- B. **Work Location:** Your posting will be at PreludeSys India Private Limited, Old No D 12, New No A-3, 1st crossroad, SIPCOT IT Park-Siruseri, Navalur, Chennai 603103. Your posting at present is in Chennai. During your employment with this Company, you may be posted/transferred/attached to any other Company of PreludeSys India Pvt Ltd., Or to any of the offices/subsidiaries/unit associate offices of the Company to any town or city in India or abroad at the sole discretion of the Management.
- C. Upon you working in another Company on transfer/on a specific project, you shall be entitled to emoluments and perks as applicable with PreludeSys India Pvt Ltd., only.
- D. **Work Ethics:**
  - 1. During the course of your employment, you will apply yourself with dedication, exercise your duty to the best of your ability and shall devote your whole time and attention to promote the interests of the Company, and generally carry out the work as assigned to you and shall obey and comply with all the lawful orders and directions given to you by

PreludeSys India Private Limited

Regd. Office : No. 3/A3, 1st Cross Street, SIPCOT IT Park, Siruseri - Chennai - 603 103.

Ph: 91-44-87417600 | www.preludesys.com

CIN: U72300TN1956PTC041575 | GSTN: 33AABCP7752K12C

  
PRINCIPAL

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

through e-mail by the Company, it would be assumed that you have voluntarily abandoned the services of the Company, and you will be terminated from services with immediate effect and without any compensation in lieu thereof.

The terms and conditions mentioned in the letter are only a few selected ones, applicable to you and not a complete description of all Company policies and rules. You are required to go through the policy manual of the Company, as amended, from time to time.

Upon your acceptance of this offer letter / by your signing this offer letter, the Company reserves the right to initiate legal proceedings in the jurisdiction of the courts of Chennai to recover the cost of training as well as related costs associated with training as determined by the Company.

Even though the Company may depute you Overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Chennai only.

Please note that the terms and conditions of your service contract as stipulated heretofore, or to be intimated hereafter, are to be treated as strictly confidential. You are not to divulge its contents to any employee of the Company/person connected with the Company.

In all service matters, including those not specifically covered here, such as Travel, leave, etc. you will be governed by the rules of the Company framed from time to time.

Retirement: Retirement will be exercised as per our retirement policy.

At PreludeSys, we aim to provide very satisfying and challenging work to our Employees, through whom we intend to deliver high-quality service to our clients.

For PreludeSys India Pvt Ltd

Prasad Reddy  
AVP - HR & IT

You are advised to read this letter carefully and if the terms and conditions are accepted by you, kindly acknowledge them by signing below.

I, preyadharsini have read and understood thoroughly the rules of service and the above terms of the appointment of my service. I agree with all terms mentioned above and I shall abide by all general rules of service, which are now or may hereafter be in force. I accept my appointment of service with you.

Employee's Signature

Date: 3.11.2023

PreludeSys India Private Limited

Regd. Office : No. 3/A3, 1st Cross Street, SIPCOT IT Park, Siruseri - Chennai - 603 103.

Ph: 91-44-87417806 | www.preludesys.com

CIN: 072900TN1959PT0041574 | GSTIN: 33AABCP7252K12G

PRINCIPAL

PRINCE SHRI VENKATESHWAR

ARTS AND SCIENCE COLLEGE

GUWRIVAKKAM, CHENNAI - 600 073.



Salary Annexure

Candidate Name	Priyadarshini S	Level	P0
Designation	Trainee - Customer Care	Department	IN - KPO
		Variable %	0
<b>Particulars</b>	<b>Monthly (Rs)</b>	<b>Yearly (Rs)</b>	
Basic Pay (40% of your annual TCTC)	10000	120000	
HRA	5000	60000	
<b>Basic and HRA Total</b>	<b>15000</b>	<b>180000</b>	
ESI - Employer (3.25% of your monthly fixed)	0	0	
PF- Employer	1800	21600	
Insurance	365	4380	
Gratuity	481	5772	
<b>Statutory Employer</b>	<b>2646</b>	<b>31752</b>	
Car Lease, Fuel, and Maintenance (1800/2400 pm)	-	-	
Leave Travel (@ 3 months basic pay once in 2 years)	-	-	
Internet / Mobile reimbursement (1000 pm)	-	-	
Professional Development (2000 pm)	-	-	
Food (1100/2200 pm)	-	-	
<b>Flexi Benefits Total (as per employee option)</b>			
<b>Special Allowance</b>	<b>7354</b>	<b>88248</b>	
Professional Tax	208	2496	
ESI Contribution by Employee (0.75% of your monthly fixed)	0	0	
PF Contribution by Employee	1800	21600	
<b>Total Statutory Deductions</b> *This will be in line with current prevailing Govt. norms	<b>2008</b>	<b>24096</b>	
<b>Net Take Home</b>	<b>20346</b>	<b>244152</b>	
Fixed CTC	25000	300000	
Variable Pay (*payout as per VP policy)	0	0	
<b>Total CTC</b>	<b>25000</b>	<b>300000</b>	

Applicable taxes will apply at any point in time toward your salary as per the current prevailing Government rules.

PreludeSys India Private Limited

Regd. Office : No. 3/A3, 1st Cross Street, SIPCOT IT Park, Siruseri - Chennai - 603 103.

Ph: 91-44-67417600 | www.preludesys.com

CIN: U72300TN1998PC11875 | GSTIN: 33A69CP7252K12C

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



**Expertrons**  
Inspire Success

@expertrons  
 @expertrons  
 @expertrons

Date : 12th June, 2023

Private & Confidential

To,  
Priyadharshini,

Subject: Offer Letter

Dear Priyadharshini,

It gives us great pleasure to welcome you to be a part of Expertrons Technologies Pvt. Ltd. family.

Further to your application and subsequent interview, we are pleased to offer you the position of **Business Development Executive**. Your date of joining would be **15th June 2023**.

We will be offering you this position at an emolument of **Rs. 4,20,000 (Four Lakhs Twenty Thousand Only) per annum**, which includes a **(Fixed Gross Monthly Component of Rs. 27,500/- Fixed Incentive (disbursed quarterly) Component of Rs. 2,500/- and Monthly Variable Component of Rs. 5,000/-) per month** consolidated as mentioned in Annexure A. The organization currently adheres to a **two months' probation period**. During this time you should evaluate the position to make certain it satisfies your job expectations and needs while management evaluates your suitability for the position.

We believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with **Expertrons**.

Your appointment will be governed by the terms and conditions presented in **Annexure A**.

In addition to the key policies mentioned on the following pages, you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies can be found on our HRMS. Please go through them immediately upon joining.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

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



[www.expertrons.com](http://www.expertrons.com)



BI- 401, Kanakia Boomerang, Chandivli Farm Rd, Yadav Nagar, Chandivli, Powai, Mumbai-400072





**Expertrons**  
Inspire Success

@expertrons

@expertrons

@expertrons

26. Preceding, during and succeeding the period of employment, (i) you agree that you will not disparage or criticize the Company or its Affiliates, or their respective businesses, management, directors, business practices, or equity holders (the "Company Entities") and that you will not otherwise do or say anything that could disrupt the good morale, or otherwise harm the interests or reputations, of the Company Entities and (ii) you agree that you will not disparage or criticize the product, services or the offerings of the company on any public forum, blogs, social network etc. In case of breach of this clause, the company will be liable to take legal action against you.

27. You need to report to the office, Address: B1 - 401, Kanakia Boomerang, Chandivali Farm Road, Yadav Nagar, Chandivali, Powai, Mumbai, Maharashtra 400072.

I have negotiated, agreed, read, and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Congratulations!

Warm Regards,

*Krishna*

Krishna Saparlya  
HR Manager

Date: 15/06/2023

Name: Priyadharsini

Place: Chennai

Signature: *Priyadharsini*

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



[www.expertrons.com](http://www.expertrons.com)



B1- 401, Kanakia Boomerang, Chandivali Farm Rd, Yadav  
Nagar, Chandivali, Powai, Mumbai-400072



**Subject: Offer Letter**

Dear PRIYADHARSHINI, S,

Consequent to the interview you had with us on 16-05-2023, we are pleased to inform you that you have been appointed as "CUSTOMER SUPPORT EXECUTIVE"

We would request you to report on 01-06-2023, 9.30 am at the following address, 3RD FLOOR, NEW NO. 97 AND 95 OLD NO. 58 AND 58A, CANBERRA HOUSE, PANTHEON ROAD, EGMORE, CHENNAI-600 088."

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered/changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be Three months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India (if any).

During probation, the period of notice required for resignation is One month on either side. After probation, the period of notice required for resignation is Three months on either side.

As an employee of CHOSEN, you will likely work on confidential and/or proprietary information related to CHOSEN's operations, products, services, and clients. To protect the interests of both CHOSEN and its clients, all employees are required to read and sign an Employment Agreement before beginning employment.

You will abide by the rules and regulations of the Organization as may be in force from time to time and if any violation is made would be subjected to disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy/service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Any disputes arising out of this letter shall be governed by and construed under the laws of India

This offer is valid till 04-07-2023. If you do not confirm the acceptance, CHOSEN has the right to withdraw the offer.

Drug License No.: TN-02-20-00080, TN-02-21-00080, TN-02-208-00251, TN-02-218-00251

IEC AADFC7502R, GSTIN: 33AA0FC7902P1ZZ, PAN: AADFC7902R, TAN: CHEC139750

FSSAI License No.: 10019042005946, 12415002005091 Tel: +91-9884000411, 044-43558797

Address: Canberra House-3rd floor, New No 97 & 95, Old No.58 and 58A Pantheon Road, Egmore, Chennai-600 008.

Branch: 4TH Floor, Old No 95/24 Now No 44/23, Krishna Sree Enclave, 1st Main Road Gandhi Nagar, Adyar,  
Chennai, Tamil Nadu, 500020

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





We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification/submission:

- Originals and photocopies of educational certificates and mark sheets.
- Relieving letter & experience certificate from the previous employer[s].
- Salary certificate from the previous employer.
- COVID vaccination certificate
- Originals & photocopies of your PAN card, Aadhar Card, and Bank Passbook Three passport size photographs signed backwards.

Your signature at the end of this letter confirms the conditions of your employment.

Kindly sign and return the duplicate copy of this letter and Annexure as your Acceptance to us.

Wish you all the best

Yours Sincerely,

FOR CHOSEN

Raghavende M

Authorized Signature

Priyadarshini. S

Acceptance Signature

B. Kalpana

PRINCIPAL

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

Drug License No.: TN-02-20-00080, TN-02-21-00080, TN-02-208-00251, TN-02-218-00251

IEC AA0FC7502P, GSTIN: 33AA0FC7902P1ZZ, PAN: AA0FC7902P, TAN: CHEC139750

FSSAI License No.: 10019042005946, 12415002005091 Tel: +91-9384000411, 044-43558797

Address: Canberra House-3rd floor, New No 97 & 95, Old No.58 and 53A Pantheon Road, Egmore, Chennai-600 008.

Branch: 4TH Floor, Old No 95/24 Now No 44/23, Krishna Sree Enclave, 1st Main Road Gandhi Nagar, Adyar,  
Chennai, Tamil Nadu, 500020



### Salary Structure

Basic Salary	9,000/-
Travel Allowance	1,800/-
Medical Allowance	1,800/-
Special Allowance	2,700/-
House Rent Allowance	2,700/-
<b>TOTAL</b>	<b>18,000/-</b>

### Notes:

- As per the company norms, you shall be provided with the uniforms and the amount for the uniforms shall be deducted from your salary month on month.
- The deducted uniform amount shall be reimbursed after 12 months of your service with us.
- You will receive a salary, and all other benefits forming part of your remuneration package subject to, and after, PF, ESI, PT, deduction of tax at source by applicable law.
- An increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be based on demonstrated results and the effectiveness of performance during the review period. You are entitled to an increase in your salary after completing three months from the date of joining our company.
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when the management requires. The Terms of employment during the probation period are at our discretion.

*B. Kalpana*  
**PRINCIPAL**

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

Drug License No.: TN-02-20-00080, TN-02-21-00080, TN-02-208-00251, TN-02-218-00251

IEC AADFC7502P, GSTIN: 33AADFC7902P122, PAN: AADFC7902P, TAN: CHEC139750

FSSAI License No.: 30019042005946, 12415002005091 Tel: +91-9384000411, 044-43558797

Address: Canberra House-3rd floor, New No 97 & 95, Old No.58 and 53A Pantheon Road, Egmore, Chennai-600 008.

Branch: 4TH Floor, Old No.95/24 Now No.44/23, Krishna Sree Enclave, 1st Main Road Gandhi Nagar, Adyar,  
Chennai, Tamil Nadu, 500020





Date: 24-11-2023

**Subject: Offer of Employment**

Dear Priyanka V,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in black ink, appearing to read "Sushil", written over a horizontal line.

**Sushil Chander**  
**Vice President – Human Resources**

**Annexure 1**

**Date:** 24-11-2023

**Name:** Priyanka V

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Mediclaim: INR2,00,000 for self and dependents



Date: September 14, 2023

Private and Confidential

PURNIMA M

No.34/7Vaidyanathan Street,  
Keelkatalai,  
Chennai,  
Tamil nadu,  
India-600117

Dear Purnima,

Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer -cum - appointment with **HCL Technologies Ltd., - Digital Process Operations ("DPO" or "HCLTech" or "Company")** as **Customer Service Representative**. You are required to report on September 18, 2023 at 09:00 a.m., at the address: **HCL Technologies Ltd., - Digital Process Operations, Chennai-SEZ,SDB5, GF Lab3; 3rd & 4th flr.**

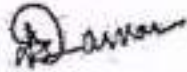
- Your annual compensation would be **Rs. 235000 Per annum** as per compensation structure outlined in Annexure I. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure III.**
- You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter's email id gunasekaran.m@hcl.com , failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.
- All our operations function **24x7, 365 days in a calendar year.** Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct.

*Purnima M*  
Signature of the employee

*P. Kalpana*

**HCL**

Yours sincerely,  
For HCL TECH LTD BPO SERVICES



**Debasis Sarkar**  
Sr. VP, Head-Global Rewards

DEBASIS SARKAR  
SENIOR VICE PRESIDENT

This is system generated Letter/Contract. Agreeing to the Offer and its terms and conditions in the workflow is as good as signing of physical contract/letter on mutual agreement between us. It has all legal binding as per the law, if mutual trust is breached at any point of time.

*B. Kalpana*  
PRINCIPAL

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

*Pavani M*  
Signature of the employee





**Subject: Offer Letter**

**Dear PUSHPALATHA, A,**

Consequent to the interview you had with us on 16-05-2023, we are pleased to inform you that you have been appointed as "CUSTOMER SUPPORT EXECUTIVE"

We would request you to report on 01-06-2023, 9.30 am at the following address, 3RD FLOOR, NEW NO. 97 AND 95 OLD NO. 58 AND 58A, CANBERRA HOUSE, PANTHEON ROAD, EGMORE, CHENNAI-600 088."

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered/changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be Three months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India (if any).

During probation, the period of notice required for resignation is One month on either side. After probation, the period of notice required for resignation is Three months on either side.

As an employee of CHOSEN, you will likely work on confidential and/or proprietary information related to CHOSEN's operations, products, services, and clients. To protect the interests of both CHOSEN and its clients, all employees are required to read and sign an Employment Agreement before beginning employment.

You will abide by the rules and regulations of the Organization as may be in force from time to time and if any violation is made would be subjected to disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy/service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Any disputes arising out of this letter shall be governed by and construed under the laws of India.

This offer is valid till 04-07-2023. If you do not confirm the acceptance, CHOSEN has the right to withdraw the offer.

Drug License No.: TN-02-ZD-00080, TN-02-ZD-00090, TN-02-ZD8-00251, TN-02-Z18-00251

IEC: AADFC7502P, GSTIN: 33AADFC7902P1ZZ, PAN: AADFC7902P, TAN: CHEC139750

PSSAI License No.: 10019042005946, 12415002005091 Tel: +91-9384000411, 044-43558797

Address: Canberra House-3rd floor, New No 97 & 95, Old No.58 and 58A Pantheon Road, Egmore, Chennai-600 008.

Branch: 4TH Floor, Old No 95/24 Now No 44/23, Krishna Sree-Enclave, 1st Main Road Gandhi Nagar,  
Chennai, Tamil Nadu, 500020

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





We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification/submission:

- Originals and photocopies of educational certificates and mark sheets.
- Relieving letter & experience certificate from the previous employer[s].
- Salary certificate from the previous employer.
- COVID vaccination certificate
- Originals & photocopies of your PAN card, Aathar Card, and Bank Passbook Three passport size photographs signed backwards.

Your signature at the end of this letter confirms the conditions of your employment.

Kindly sign and return the duplicate copy of this letter and Annexure as your Acceptance to us.

Wish you all the best

Yours Sincerely,

FOR CHOSEN

Raghavende M

Authorized Signature

Pushpalatha. A

Acceptance Signature

*B. Kalpana*  
PRINCIPAL

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

Drug License No.: TN-02-20-00080, TN-02-21-00080, TN-02-208-00251, TN-02-218-00251

IEC: AADFC7502P, GSTIN: 33AAGFC7902P122, PAN: AADFC7902P, TAN: CHEC139750

PSSAI License No.: 10019042005946, 12415002005091 Tel: +91-9384000411, 044-43358797

Address: Canberra House-3rd floor, New No 97 & 95, Old No.59 and 53A Pantheon Road, Egmore, Chennai-600 008.

Branch: 4TH Floor, Old No 95/24 New No 44/23, Krishna 5rse Enclave, 1st Main Road Gandhi Nagar, Adyar,

Chennai, Tamil Nadu, 500020