

December 16, 2023

Ref No: CAN088056

**Ms. DEVADHARSINI S**

3/47B, Rose Street Velachery,

Chennai,

Tamil Nadu-600059.

Mob No.: 8906554911

Dear **Ms. DEVADHARSINI S**

**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 VYSA BANK UPSTAIRS, ANNA NAGAR, PRITHIVIMANGALAM, THIYAGADURUGAM, 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.
9. 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 mark sheets are not acceptable). e. Resigning & 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.

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




**REMUNERATION DETAILS OF MS.DEVADHARSINI S  
(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)

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

**Dhaerishan M**  
NO 8, Periyar Nagar, 4th Cross Street,  
Irumbullur, West Tambaram,  
TAMIL NADU  
600045.

### Offer Letter

Dear **Dhaerishan M**

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: 91-44-27417500 | www.preludesys.com

CIN: U72001TN1898PTG041878 | GSTIN: 33AAABCP7252K12C

PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE

G@WRIVAKKAM, 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.

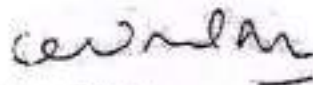
Please note that the terms and conditions of your service contract as stipulated heretofore, or to be intimated hereafter, are to be treated as strictly confidential. You are not to divulge its contents to any employee of the Company/person connected with the Company.

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, Dhaerishan M..... 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 Dhaerishan M  
Date: 03 - 11 - 2023

PreludeSys India Private Limited

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

Ph: 81-44-87417800 | www.preludesys.com

CIN: U72900TN1998PTC041575 | GSTIN: 33AABCP7252K1ZC

D. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVARKKUM, CHENNAI - 600 422.

Salary Annexure

Candidate Name	Dhaerleshan M	Level	P0
Designation	Trainee - Customer Care	Department	IN - KPO
		Variable %	0
Particulars	Monthly (Rs)	Yearly (Rs)	
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: 91-44-4747800 | [www.preludesys.com](http://www.preludesys.com)

CIN: U72300TN1998PTCO41576 | GSTN: 33AABCP7252K12C

PRINCIPAL

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

Page 4 of 5



Extramarks Education India Private Limited

9<sup>th</sup> Floor, Urmila Business Park, A-99B,  
Sector 136, Noida, Gautam Budh Nagar,  
Uttar Pradesh 201304

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

Dear Dhakshayini G,

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	1,05,000	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	420,000	35,000

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'** notice or salary in lieu thereof. Similarly, the Company shall be entitled to terminate your employment at any time by giving you **one month'** 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  
9<sup>th</sup> Floor, Gamma Business Park, A-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. 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

Dhana Priya ,  
No-69, Vanjinathan Nagar, Medavakkam,  
Chennai, Tamil Nadu, 600100.

Dear Dhana Priya ,

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: U74910KA2005PTC0036515, Phone +91 80 4257300 Email: [inco@optum.com](mailto:inco@optum.com) Website: [www.optum.com](http://www.optum.com)

*B. Kalpana*  
PRINCIPAL

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



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.

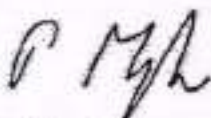
Congratulations and welcome to Optum Health and Technology (India) Private Limited. On your first day of employment, please report to our office located at Prince Infocity 2 It Park (9th Floor) at Chennai along with the documents as mentioned in the Appendix 2. Should there be a change in your start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

Dhana Priya, 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."

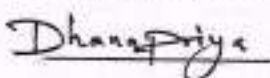
For Optum Health and Technology (India) Private Limited



Manjula Palanisamy  
Vice President - Human Resources

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

ACKNOWLEDGEMENT:



Date: 19/6/23

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

CIN: U74910KA2005PTC039515, 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  
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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

### Current Compensation Structure

Component	ANNUAL (INR)	MONTHLY (INR)
Basic	71,875	5,990
HRA	52,850	4,405
Statutory Bonus	7,000	583
Provident Fund	18,186	1,516
Gratuity	3,458	289
Mediclaim Insurance	7,044	584
ESIC	5,751	479
Other Allowances	45,234	3,770
CTC	2,11,397	17,616
Total CTC	2,11,397	

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

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GURUVAKKAM, CHENNAI 600073



**Expertrons**  
Inspire Success

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 @expertrons  
 @expertrons

**Date : 12th June, 2023**

**Private & Confidential**

To,  
Dhanalakshmi,

Subject: **Offer Letter**

Dear Dhanalakshmi,

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-600 071**





**Expertrons**  
Inspire Success

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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 Saperiya  
HR Manager

Date: 15-06-2023

Name: Dhanalakshmi

Place: CHENNAI

Signature: *Dhanalakshmi*

*B. Kalpana*  
**PRINCIPAL**

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



www.expertrons.com



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



Dec 20<sup>th</sup> 2023

**Letter of Offer**

**Dear DHANALAKSHMI K,**

*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**

Principal

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

**Offer Letter**

21<sup>th</sup> Nov, 2023

Dhanalakshmi M  
No.4/16 Thiruvalluvar Street,  
Velachery, Tamil Nadu

Dear Dhanalakshmi ,

This has reference to our meeting & subsequent telephonic discussions.\*  
We are pleased to offer you the position of Data Analyst with our organization on discussed and agreed terms.  
Your compensation will be as per the annexure attached.  
A detailed service agreement will be shared with you at the time of joining. Your joining date is 04<sup>th</sup> Dec 2023.

To complete our records, you would need to bring the following with you on the date of joining:

- Certificate of your last educational qualification in original
- Relieving letter from your last assignment
- A resume with identification document (Passport/Driving License)
- Photocopy of residence proof
- Photocopy of PAN card (2 copies)
- 5 passport size photographs
- Aadhar Card (2 copies)
- Cancelled Cheque
- Photocopy of Driving License (2 copies)

Please sign a duplicate copy of this letter in token of your acceptance of the said terms.

Looking forward to working along with you.  
For Sewell's Group India Private Limited,



Priya Sharma  
HR Manager

MSX International  
104, Building No-7,  
1st Floor, Sector 2, Millenium  
Business Park, MIDC, Mahape,  
Navi Mumbai-400701, India  
Tel: +91 22 6735 4900  
E-mail: info@msxi.com  
Sewell's Group India Private Limited  
CIN No. U74999MH2002PTC135618

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

Compensation Offer Sheet

Name: Dhanalakshmi M

Position: Data Analyst

Grade: 4

Joining Date: 04<sup>th</sup> Dec 2023

Compensation Details:

Item	Offered (INR on Annual Basis)
Basic	241,710
HRA	120,855
Development Fee	54,755
Cell Allowance	12,000
Leave Travel Allowance	24,000
Gross Salary	453,320
Employer's contribution towards PF	21,600
Group Insurance Premium	8,500
Total CTC	483,420

- Cell (Rs. 1000/- per month). If your cell bill exceeds Rs. 1000, the excess amount would be reimbursed in case the excess amount is equal to amount spent for business calls.
- LTA will be paid along with your monthly salary and tax benefit will be applicable as per Income Tax act.
- Group Health insurance premium (paid on behalf by the Company Premium amount Rs.8500/-). Medi claim coverage of Rs. 400000 for the employee, spouse and two dependent kids.
- Personal accidental policy with Coverage of Rs. 1000000 paid by the company.
- The CTC amount is prior to the income tax deduction. Income tax will be deducted from the CTC as per the relevant tax slabs and the Investment declared by the employee.

Agreed and Signed

Dinesh

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



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BFS

Date: May 30, 2023  
Dhanalakshmi N  
Chennai

Dear Dhanalakshmi

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

**TERMS AND CONDITIONS**

1. Your annual Cost to Company (CTC) will be Rs.3,50,000.
2. Your initial place of work will be **India>Bangalore>Bangalore Surya Park IN - Office**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. As a Precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.
5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.
6. You shall be required to provide the Company all documents and information as set forth in Annexure-I of this appointment letter.
7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

Genpact India Private Limited  
CIN: U72100DL2605PTC307363

Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001

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PRINCE SHRI VENKATESHWARA  
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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.
18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.
19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1998 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be Bangalore and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at Bangalore.

Your assignment is effective from June 29, 2023.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, India>Bangalore>Bangalore Surya Park IN - Office.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

Accepted and Agreed

Dhanalakshmi N

Genpact India Private Limited  
CIN: U73100DL2005PTC307363  
Regd. Off: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110021

B. Kalpane  
PRINCIPAL

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

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

**OFFER & APPOINTMENT LETTER**

To,  
Ms.Dhanalakshmi

Dear Dhanalakshmi,

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

1

*B. Kalpana*  
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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, Maruthisava Nagar  
Bangalore 560005

optum.com

16<sup>th</sup> June 2023

Dhanush Sundaram,  
No: 34, Suthanantha Bharathi street Chitlapakkam,  
Chennai, Tamil Nadu - 600064.

Dear Dhanush Sundaram,

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-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 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, 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 7.6 of Appendix 3 to this letter of appointment.

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

CIN: U74910KA2005PTC006515, Phone: +91 80 4257200 Email: [hr@optum.com](mailto:hr@optum.com), Website: [www.optum.com](http://www.optum.com)

  
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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, Maruthiśeva Nagar  
Bangalore 560005

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 Channai 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.

Dhanush Sundaram, 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

Amber Alam - Director

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

ACKNOWLEDGEMENT:

Dhanush Sundaram

B. Kalpana  
Principal  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
SOWRIYAKKAM, GUBBANKAL, GULBURGA

Date: 19/01/2023

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

CIN: U74900KA2005PTC090515, Phone +91 80 4267300 Email: [hr@optum.com](mailto:hr@optum.com), Website: [www.optum.com](http://www.optum.com)

Principal  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
SOWRIYAKKAM, GUBBANKAL, GULBURGA



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**

<b>Name</b> : Dhanush Sundaram		
<b>Designation</b> : 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
Mediclaime 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.

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

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

CIN: U74910KA2005PTC036516, Phone +91 80 4257300 Email: [incontact@optum.com](mailto:incontact@optum.com), Website: [www.optum.com](http://www.optum.com)



Dear S.Dhanush,

10-July-2023

**Subject: Appointment as "Product Specialist"**

We Would be really thrilled to have you on board.

SMARTAIL PVT LTD is an Indian start up mainly focused on bringing about digital transformation in the field of Education using Artificial Intelligence and Data Science. This is an aggressive goal which we aim to achieve by hiring talented, future-focused humans.

SMARTAIL PRIVATE LIMITED is subject to the employment laws of India.

Further to your recent interview and your acceptance of the offer, we are delighted to confirm our employment offer with SMARTAIL Pvt Ltd to you.

This offer is subject to a

- (i) satisfactory reference check of all qualifications and the accuracy of the employment history provided by you; and
- (ii) the acceptance of the terms and conditions of your assignment as set forth below and the attachments that are incorporated by reference ("Agreement"); and
- (iii) you're obtaining the necessary work or employment passes or permits from the relevant authorities in India to work in India, if applicable.

**Role details**

**Position: Product Specialist**

**Location: Chennai, India**

**Supervisor: Arun Kumar, Delivery Head**

**Date of Joining: July 15, 2023**

*B. Kalpana*

PRINCIPAL

PRINCE SHRI VENKATESHWARA

PRINCE SHRI VENKATESHWARA

ARTS AND SCIENCE COLLEGE

GOWRIVAKKAM, CHENNAI - 600 078

## Annual Compensation

### Gross Annual salary

Your annual gross salary including benefits, allowances and perquisites and grossed up value of FSA, if any, payable by the company on any item of your remuneration and/or perquisite is **Rs.2,40,000/- (Rupees Two lakhs fourty thousand only.)** A typical break up is provided as an illustration in the Annexure A to this letter. This supersedes any other communication made to you previously on compensation.

### Compensation Review

Your compensation will be reviewed annually based on your job performance, business performance, as well as market pay trend. As a special case, your compensation will be reviewed nine 12 months after the start of employment.

### Other Details

#### Probation

Initial probation period is **Six months**. Successful completion of probation period is dependent on satisfactory performance as assessed by your Reporting Manager. On the expiry of the probation period unless your probation is extended or services are terminated in writing, you shall be automatically deemed to be permanent.

#### Transferability

Your initial place of posting will be **Chennai, India**. However, your services are liable to be transferred from one location to another, anywhere globally. 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.

#### Contract Term and Notice

This employment may be terminated at any time:

I. if the performance of the employee is determined to be unsatisfactory, employment could be terminated immediately, before the completion of the probation period.

II. by giving **two months'** advance notice in writing or payment in lieu thereof to the other party after completion of Probation Period; and

III. if in the reasonable opinion of Company, you are guilty of serious misconduct, Company may terminate your employment summarily without notice. Serious misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of confidentiality agreements as agreed upon.

IV. In the event of termination due to misconduct or any other reason, the Company reserves the right to buyback vested stock at a price to be determined by the Company.

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 032



Dear Dhanush V,

Greetings from **Dvara Kshetriya Gramin Financial Services Private Ltd!!!**

We are pleased to make you an offer of appointment as Business Support Executive at Tambaram for Dvara KGFS. You are requested to join the company on 24-07-2023.

You will be entitled to a Cost to Company of Rs. 1,45,200.00 (ONE LAKH FORTY FIVE THOUSAND TWO HUNDRED ONLY) comprising the following: - Basic, HRA, Allowances, LTA and retirement benefits, which include Provident Fund and Gratuity as per company policy.

We also have tax friendly component which you may choose for exempting from TDS. This includes Car Maintenance, Attire Allowance, Professional Pursuit Allowance and other such components. These components which you choose will be carved out of the special allowance above mentioned.

In addition to this you will also be eligible for

- i) Mobile & Data card connection as per company policy
- ii) Medical Insurance for self and Family
- iii) Group Personal Accident Insurance & life insurance for self

Please confirm your acceptance by replying this mail to the undersigned. Acceptance letter and all future correspondence should be addressed to Human Resource Department.

Your appointment in the company shall be subject to the verification of the document submitted. If in case the documents submitted are fictitious and poor reference feedback received, under such circumstances your offer shall get revoked without giving you any further reason.

You are requested to kindly submit the following documents before you join the company. The appointment is subject to reference check being done by us. You are also required to send self-attested copies of the documents, as mentioned below, along with the duly-signed offer letter.

#### **Certificates / Documents**

1. Certificates:
  - a. Tenth Standard Mark Sheet and Passing
  - b. Twelve Standard Mark Sheet and Passing
  - c. Graduation Mark Sheet and Passing
  - d. Post Graduation (If any) Mark Sheet and Passing
2. Experience / Relieving Letter
3. Acknowledged Resignation Copy
4. Last 3 months Pay Slip / Proof of Last drawn salary & last 3 months bank statement
5. Photo Identification (2 Copies) (Example: PAN Card, Aadhar Card & Driving License)

We look forward having you on board!!!

Huma Tariq  
Chief Human Resources Officer

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



August 7<sup>th</sup>, 2023

Dharani G  
Chennai

**OFFER OF EMPLOYMENT**

Dear Dharani,

With reference to your application and subsequent interview undergone, we are pleased to offer you employment in our Organization on the following terms and conditions:

You will be designated as **Executive — QC for Diagnostics Division.**

1. Your salary details are given in the Annexure — II. However, your compensation will be altered / Changed from time to time in line with the compensation policy and practices of the company. Your compensation data is highly confidential and should only be discussed with your reporting manager or the HR Department.
2. You will be based at Chennai. Your job requires you to travel all regions. You will be provided with such allowances for travel, lodging and boarding as is prevalent in our organizational travel manual whenever you are on tour.
3. By accepting this offer letter, you hereby confirm that you would abide by the company policies, as amended time to time.
4. As per company policy, the probation period applicable to you shall be six months. After completion of your probation period, your services will be confirmed in writing within one month from the date of completion of your probation period.
5. Your services during the period of probation shall be liable to be terminated giving notice as per company policy. Likewise, probationer will also be competent to terminate his/her contract of employment as per the policy. The waiver of the notice period fully or partially is at the

**Trivitron Healthcare Pvt. Ltd.**

#15, IV Street, Abhiramapuram, Chennai - 600 018, India.  
Ph: 491 - 44 - 2498 5050. Fax: +91 - 44 - 2498 5757 [ 2467 | 2782  
E-mail: [gfoupmarketing@trivitron.com](mailto:gfoupmarketing@trivitron.com)

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

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



Your Joining date (mutually agreed between you and HR) will be intimated to you. Without confirmation from HR regarding your joining date you will not be allowed to complete joining formalities.

Please sign and return this letter to HR, as a token of your acceptance.

Best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Trivitron Health Care Pvt. Ltd.



Chandra Ganjoo

Executive Director & Group CPO

I agree to the above terms and conditions.



Dharani G.

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

**Trivitron Healthcare Pvt. Ltd.**

#15, IV Street, Abhiramapuram, Chennai - 600 018, India.  
Ph: +91 - 44 - 2498 5050, Fax: +91 - 44 - 2498 5757 | 2467 | 2782  
E-mail: [gfoupmarketing@trivitron.com](mailto:gfoupmarketing@trivitron.com)

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Bangalore (+91 80 4534 8988) | Delhi (+91 11 4135 4650) | Hyderabad (+91 40 6561 8910) | Kolkata (+91 33 2465 0298/0469) | Mumbai (+91 22 6661 2526/27/28, 6610 1589/90)

Branch Offices: Ahmedabad, Chandigarh, Cochin, Coimbatore, Jaipur, Lucknow, Nagpur, Pondicherry, Pune, Sri Lanka & Dubai

Annexure - II

Pay and Allowances			
Name of the Employee: Dharani G			
Designation: Executive - QC			
Division: Diagnostics			
Location: Chennai			
Pay and Allowances effective from DOJ			
S.NO	Particulars	Amount in rupees per month	Amount in rupees per annum
1.	Basic Pay	15,000	1,80,000
2.	House Rent Allowance	6,000	72,000
3.	Special Allowance	145	1740
4.	Gross Pay	21,145	253,740
5.	Provident Fund @ 12% on basic pay(Employer Share)	1,800	21,600
6.	Gratuity	722	8,664
7.	Total CTC	23,667	284,004
Medical Insurance coverage of INR 2 Lac for self, spouse & 2 kids			
Accidental insurance coverage of Twice the CTC for self			



Chandra Ganjoo  
Executive Director & Group CPO



Dharani

**Triviron Healthcare Pvt. Ltd.**

#15, IV Street, Abhiramapuram, Chennai - 600 018, India.  
Ph: 491 - 44 - 2498 5050. Fax: +91 - 44 - 2498 5757 | 2467 | 2782  
E-mail: groupmarketing@triviron.com

www.triviron.com

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE P.S.  
GOVERNMENT, CHENNAI



Bangalore (+91 80 4534 8988) | Delhi (+91 11 4135 4650) | Hyderabad (+91 40 6561 8910) | Kolkata (+91 33 2465 0298/0469) | Mumbai (+91 22 6661 2526/27/28, 6610 1589/90)  
Branch Offices: Ahmedabad, Chandigarh, Cochin, Coimbatore, Jaipur, Lucknow, Nagpur, Pondicherry, Pune, Sri Lanka & Dubai



Building a better  
working world

Ernst & Young LLP  
11th to 17th Floor, The Ruby  
29, Senapati Bapat Marg  
Oscar (West)  
Mumbai - 400 028, India  
Phone: +91 22 6192 0000  
Fax: +91 22 6192 1000

26 July 2023

Mr. Dharani  
34B, 6th Street School Lane, Sholinganallur,  
600119

## Your appointment as Analyst in Technology Consulting

Dear Dharani,

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

- 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 Number AA43463  
A member firm of Ernst & Young Global Limited, 600, Anna Salai, Park D, Madurai - 700016  
GOWRIYAKKAN, CHENNAI - 600 073



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

14.2.23


Dharani

Principal  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, 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:	2,53,200	
House Rent Allowance:	1,26,600	
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	218	
<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>

  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE CO.**  
 GOWRIKANNUR, E.



PSPL/2022/OF/5468/Sales Executive

August 01, 2022  
Dharanipathi S  
Chennai

Dear Dharanipathi S.

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Executive.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Executive in Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **227004/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on **3-Aug-22** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Rajesh Babu**, Contact No. **8148778035** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to [Distribution.Helpdesk@paytm.com](mailto:Distribution.Helpdesk@paytm.com), our team will reach out to you on priority.
5. You shall be initially deputed at **Chennai**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services

*B. Kallara*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA

Paytm Services Private Limited

(Formerly known as Balance Technology Private Limited)

[offer@paytmservices.com](mailto:offer@paytmservices.com)

[www.Dns87.com](http://www.Dns87.com)

Corporate Office - B121, Sector 5, Noida 201301, India

ARTS AND SCIENCE COLLEGE

GOWRIKAM, CHENNAI - 600034

Phone: +91 120 4770770 Fax: +91 120 4770771 CIN: U74110KA2016PTC094535

Registered Office - Ground floor, Essee Mashruvi Summit, 6/8 7th Main,

80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034



Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	4279	51345
Special Allowance	0	0
Statutory Bonus	2300	27600
<b>Gross Salary</b>	<b>16679</b>	<b>200145</b>
PF (Employer)	1488	17856
ESIC (Employee)	542	6505
Medical Insurance Premium	209	2508
<b>Monthly CTC</b>	<b>18917</b>	<b>227004</b>
<b>Variable</b>		
Performance Linked Incentive (PLI)	15000	180000
<b>Total Salary (Gross CTC)</b>	<b>33917</b>	<b>407004</b>

\*\*\*Medical Insurance premium rate is subject to change

\*\*\*Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\*\*\*Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

\*\*\*FairDay Attendance will be applicable as per policy.

B. Kalpana

PRINCIPAL

PRINCE SHRI VENKATESHWARA

ARTS AND SCIENCE COLLEGE

GOWRIVAKKAM, CHENNAI - 600 073, Corporate Office - B 111, Sector 5, Noida 201301, India

Paytm Services Private Limited

(Formerly known as Balance Technology Private Limited)

offer@paytmservices.com

www.Dns97.com

T: +91 120 4770773 F: +91 120 4770771 CIN: U74110KA2016PTC094535

Registered Office - Ground Floor, Essee Washnani Summit, 6/B 7th Main,

80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034





**OFFER LETTER**

03<sup>rd</sup> Aug 2023

Dharanish D  
Chennai

Dear **Dharanish,**

This has reference to your application & subsequent interview with us. We are pleased to appoint you as "**Specialist - Insurance Collections**" in our Organization on the following terms and conditions mutually discussed and agreed upon during your interview with us.

Your Overall Annual CTC shall be **Rs 5,45,343/-** (Rupees Five Lakh Forty-Five Thousand and Three Hundred and Forty Three Only). You shall be joining our Chennai office on or before **07<sup>th</sup> August 2023**.

Your scheduled date of joining or commencement of employment with the Company shall be on or before **07<sup>th</sup> August 2023**. The appointment stands automatically terminated or withdrawn thereafter unless the date is modified or extended and communicated to you in writing by the Company.

Please send acknowledged copy of offer letter latest by **03<sup>rd</sup> August 2023**.

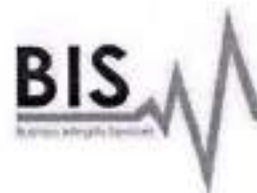
You will be given a detailed letter of appointment on your joining our organization.

Yours faithfully,

**FOR BUSINESS INTEGRITY SERVICES PVT. LTD.**

**HUMAN RESOURCES**

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



### Annexure 1

Salary Working				
Name:	Dharanish D			
Designation:	Specialist - Insurance Collections	Grade:	E1	
	Explanatory Notes	Monthly	Annual	
<b>FIXED COMPONENTS (A)</b>				
Basic Pay	50%	on TGC	18,731	2,24,775
House Rent Allowance	50%	on Basic Pay	9,366	1,12,388
Statutory Bonus	As per the Act		1,892	22,704
Leave Travel Allowance (LTA)*	As per policy		-	-
Special Allowance	Balancing Component		5,674	68,083
<b>TOTAL (A)</b>			<b>35,663</b>	<b>4,27,950</b>
<b>STATUTORY BENEFITS (B)</b>				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Gratuity	As per the Act		-	10,812
<b>TOTAL (B)</b>			<b>1,800</b>	<b>32,412</b>
<b>TOTAL (A+B)</b>			<b>37,463</b>	<b>4,49,550</b>
<b>OTHER EARNINGS (C)</b>				
Retention Bonus (MONTHLY)			3,122	37,462
Festival Bonus (ONE TIME PAYOUT)			1,561	18,731
<b>TOTAL (C)</b>			<b>4,683</b>	<b>56,193</b>
<b>CONDITIONAL ALLOWANCE (D)</b>				
Conditional Night Shift Allowance (US) # 22 days			3,300	39,600
Joining Bonus (Applicable for a window period)			-	-
<b>TOTAL (D)</b>			<b>3,300</b>	<b>39,600</b>
<b>TOTAL (A+B+C+D)</b>			<b>45,446</b>	<b>5,45,343</b>
<b>Approximate Net Take Home Salary</b>			<b>40,076</b>	
<b>BENEFITS</b>				
Personal Accident Cover				10,00,000
Personal Accident Disability Cover				5,00,000
Group Term Life Insurance Cover				10,00,000
Employee Direct Linked Insurance Cover				7,00,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				1,50,000
<b>DEDUCTIONS</b>				
Statutory Deductions like: - Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
Tax Exemption on LTA will be provided as per prevailing IT Rules on production of proofs.				
Applicable only if working in US time zones and is subject to number of days worked.				
Joining Bonus - Applicable for a window period				
Maximum Incentive based on accomplishment of targets & individual performance Rs.10,750/- per month. (Applicable for staff below "D2")				
Gratuity as per prevailing rules				
TDS applicable for staff falling under the tax slab				

*B. Kalpane*  
**PRINCIPAL**

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



**Subject: Offer Letter**

**Dear DHARSANA, M,**

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

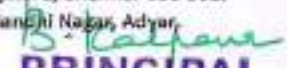
IEC AA0FC7502P, GSTN: 33AA0FC7902P1ZZ, PAN: AA0FC7902P, TAN: CHEC139750

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

Address: Canberra House-3rd floor, New Mo 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

  
**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

Dharsana. M

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

IECAA0FC7502P, GSTN: 33AA0FC7902P122, PAN: AADFC7902P, 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: AAOFC7502P, GSTIN: 33AAOFC7902P1ZZ, PAN: AADFC7902P, TAN: CHEC135750  
FSSAI License No.: 10019042005946, 12415002005091 Tel: +91-9384008411, 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 New No.44/23, Krishna Sree Enclave, 1st Main Road Gandhi Nagar, Adyar,  
Chennai, Tamil Nadu, 500020

31-May-2023

Dear DHARSHINI V K,

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

Components	Components Rs. Per annum
Basic	87,000
Supplementary Allowance	112,000
Employer's Contribution to PF	22,600
Statutory Bonus	8,000
Gratuity	2,749
Flexible Compensation Pay	47,651
<b>Total Fixed Pay</b>	<b>280000.00</b>

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

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

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

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

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

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

Best Regards,

*Subhashish Banerji*

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

*B. Kalpana*  
Principal  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 079



ISO 9001 Certified Company

Date: 16-05-2023

**Dear Mr. Dhasneem Banu N M**

Sub: Offer letter for the post of Embedded Trainee

With reference to your application and the subsequent interview held, we have pleasure in making an offer of appointment to you as Embedded Trainee in Beta Technologies Ind. Pvt. Ltd. You will be paid an annual CTC of Rs. 3,10,000/- (Rupees Three Lakhs and Ten Thousand Only) and a detailed structure of the same will be given later. This offer takes effect from your date of joining.

You will be on training for a period of six months followed by six-month probation. Your confirmation will be based on your performance. You will be governed by all rules, regulations and benefits laid down by the Beta Technologies Ind. Pvt. Ltd from time to time as applicable to your cadre.

We look forward to your valuable contribution towards taking Beta Technologies Ind. Pvt. Ltd to greater heights.

For BETA TECHNOLOGIES IND. PVT. LTD.

**L. Ramesh**  
CEO - Managing Director  
Beta Technologies India Pvt. Ltd  
Coimbatore - 641 012.



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





**Subject: Offer Letter**

**Dear DHATCHAYANI V,**

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.

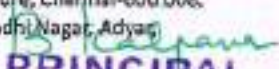
Drug License No.: TN-02-20-00080, TN-02-21-00080, TN-02-208-00251, TN-02-218-00251

IEC AAOFC7502P, GSTN: 33AADFC7902P1ZZ, PAN: AADFC7902P, 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 58A Pantheon Road, Egmore, Chennai-600 006.

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

  
**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

Dhatchayani. V

Acceptance Signature

*B. Kalpana*  
**PRINCIPAL**

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

Drug License No.: TN-02-20-00060, TN-02-21-00080, TN-02-208-00251, TN-02-218-00251

IEC/AAOFC7502P, GSTIN: 33AA8FC7902P12Z, PAN: AADFC7902P, 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.**

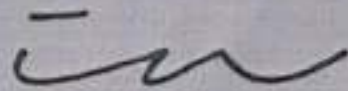
Drug License No.: TN-02-20-00080, TN-02-21-00080, TN-02-208-00251, TN-02-218-00251

IECAA0FC7502P, GSTN: 33AADFC7902P122, PAN: AADFC7902P, TAN: CHEC139750

FSSAI License No.: 10019042005946, 12415003005091 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



# INNOVATE NETWORKS

E-SERVICES PVT.LTD.

## Letter of Offer

1st June 2023

Name: Dheekshida A

Chennai

Phone no: +91 8675400450

Dear Dheekshida A,

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.

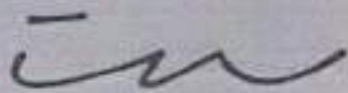
*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOMMAVAKKAM, CHENNAI - 600 075.

#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:	Dheekshida A
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
*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)

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

GEN: U72400KA 2009PTC05 1984



ISO 9001 Certified Company

Date: 16-05-2023

**Dear Mr. Deenathayalan K**

Sub: Offer letter for the post of Embedded Trainee

With reference to your application and the subsequent interview held, we have pleasure in making an offer of appointment to you as Embedded Trainee in Beta Technologies Ind. Pvt. Ltd. You will be paid an annual CTC of Rs. 3,10,000/- (Rupees Three Lakhs and Ten Thousand Only) and a detailed structure of the same will be given later. This offer takes effect from your date of joining.

You will be on training for a period of six months followed by six-month probation. Your confirmation will be based on your performance. You will be governed by all rules, regulations and benefits laid down by the Beta Technologies Ind. Pvt. Ltd from time to time as applicable to your cadre.

We look forward to your valuable contribution towards taking Beta Technologies Ind. Pvt. Ltd to greater heights.

For BETA TECHNOLOGIES IND. PVT. LTD.

**L. Ramesh**  
CEO - Managing Director  
Beta Technologies India Pvt. Ltd  
Coimbatore - 641 012.



*B. Kalpana*  
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  
M Dhinisha  
23/82 Arunodhayam Nagar, 2nd Cross Street,  
Nanmangalam,  
Chennai  
600081

Dear M Dhinisha,

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.

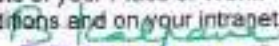
Statutory and Other Benefits

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 intranet.

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



## MiraMed Ajuba Solutions Pvt Ltd

(Formerly Ajuba Solutions (India) Pvt Ltd)

Registered office | 12-02 Tidel Park | 4 Canal Bank Road | Chennai 500113 | India

GSTIN 133AACCA844801ZX

phone

+91 4461885100

OL/AJP-2022/5845

06/12/2022

Dhruvan S

#169, 3rd Street, Amudham Nagar,

Perumbakkam,

Chennai 600100

### OFFER LETTER

Dear Dhruvan,

Welcome to MiraMed Ajuba!

We are delighted to offer you the position as "Trainee - Account Executive". Your total compensation (CTC) will be Rs. 330000/- per annum

**Offer Validity:** You are required to join duty on or before 14 May 2023 failing which the employment offer stands cancelled. Your appointment is subject to background verification and successful completion of the Induction Training Program in accordance with the Company's Standards.

**Probation:** You would be on probation for a period of 6 months from the date of your joining duty. Your confirmation will be based on meeting the minimum performance standards set for your process.

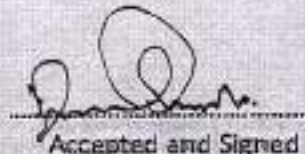
**Benefits:** You will be eligible for the following benefits as per the company HR policies.

1. 24 days annual leave benefit which shall include Privilege leave, Casual leave and Sick leave
2. Performance Incentive / Bonus will be paid based on your performance and competence
3. Mediclaim Insurance coverage for Rs. 2,00,000/- per annum Coverage for dependant family members will be given on successful completion of first annual appraisal
4. Personal Accident Insurance for Rs. 5,00,000/-
5. Life Insurance coverage for Rs 6,02,000/-
6. Free transport and food facility is extended to all employees
7. You will be eligible to participate in various Organization Development initiatives and Performance Awards organized by the company
8. You will be eligible for Provident Fund and Gratuity as per the statutory requirements.

For MiraMed Ajuba Solutions Pvt Ltd



Surya D  
Head-HR



Accepted and Signed

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

Private and Confidential



ISO 9001:2015



ISO 27001:2013

QIN NO: U72200TN2000PTC051661

www.mirameditajuba.com



Dear Dinakar K,

Greetings from **Dvara Kshetriya Gramin Financial Services Private Ltd!!!**

We are pleased to make you an offer of appointment as Business Support Executive at Tambaram for Dvara KGFS. You are requested to join the company on 16-07-2023.

You will be entitled to a Cost to Company of Rs. 1,45,200.00 (ONE LAKH FORTY FIVE THOUSAND TWO HUNDRED ONLY) comprising the following: - Basic, HRA, Allowances, LTA and retirement benefits, which include Provident Fund and Gratuity as per company policy.

We also have tax friendly component which you may choose for exempting from TDS. This includes Car Maintenance, Attire Allowance, Professional Pursuit Allowance and other such components. These components which you choose will be carved out of the special allowance above mentioned.

In addition to this you will also be eligible for

- i) Mobile & Data card connection as per company policy
- ii) Medical Insurance for self and Family
- iii) Group Personal Accident Insurance & life insurance for self

Please confirm your acceptance by replying this mail to the undersigned. Acceptance letter and all future correspondence should be addressed to Human Resource Department.

Your appointment in the company shall be subject to the verification of the document submitted. If in case the documents submitted are fictitious and poor reference feedback received, under such circumstances your offer shall get revoked without giving you any further reason.

You are requested to kindly submit the following documents before you join the company. The appointment is subject to reference check being done by us. You are also required to send self-attested copies of the documents, as mentioned below, along with the duly-signed offer letter.

#### **Certificates / Documents**

1. Certificates:
  - a. Tenth Standard Mark Sheet and Passing
  - b. Twelve Standard Mark Sheet and Passing
  - c. Graduation Mark Sheet and Passing
  - d. Post Graduation (If any) Mark Sheet and Passing
2. Experience / Relieving Letter
3. Acknowledged Resignation Copy
4. Last 3 months Pay Slip / Proof of Last drawn salary & last 3 months bank statement
5. Photo Identification (2 Copies) (Example: PAN Card, Aadhar Card & Driving License)

We look forward having you on board!!!

Huma Tariq  
Chief Human Resources Officer

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



PSPL/2022/OF/5468/Sales Executive

August 01, 2022

Dinakaran V

Chennai

Dear Dinakaran V,

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Executive.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Executive in Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **227004/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on **3-Aug-22** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Rajesh Babu**, Contact No. **8148778035** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to [Distribution.Helpdesk@paytm.com](mailto:Distribution.Helpdesk@paytm.com), our team will reach out to you on priority.
5. You shall be initially deputed at **Chennai**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services

Paytm Services Private Limited  
(Formerly known as Balance Payments Private Limited)  
[offer@paytmservices.com](mailto:offer@paytmservices.com)  
[www.One87.com](http://www.One87.com)

**B. Kalpana**  
PRINCIPAL

PRINCE SHRI VENKATESHWAR  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI

Corporate Office: B 121, Sector 5, Noida 201301, India

T: +91 120 270770 F: +91 120 4770771 CIN: U74110KA2016PTC094535

Registered Office - Ground Floor, Essee Washnavi Summit, 6/8 7th Main,

80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034



Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	4279	51345
Special Allowance	0	0
Statutory Bonus	2300	27600
<b>Gross Salary</b>	<b>16679</b>	<b>200145</b>
PF (Employer)	1488	17856
ESIC (Employee)	542	6505
Medical Insurance Premium	209	2508
<b>Monthly CTC</b>	<b>18917</b>	<b>227004</b>
<b>Variable</b>		
Performance Linked Incentive (PLI)	15000	180000
<b>Total Salary (Gross CTC)</b>	<b>33917</b>	<b>407004</b>

\*\*\*Medical Insurance premium rate is subject to change

\*\*\*Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\*\*\*Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

\*\*\*FairDay Attendance will be applicable as per policy.

Paytm Services Private Limited  
(Formerly known as Balance Technology Private Limited)  
offer@paytmservices.com  
www.One87.com

B. Kalpana

PRINCIPAL

Corporate Office - B 121, Sector 5, Noida 201301, India  
T: +91 120 4770770 F: +91 120 4770771 CIN: U74110KA2016PTC094535  
Registered Office - Ground floor, Essar Washnavi Summit, 6/B 7th Main,  
GOWRIKAVARAHALLI, BANGALORE  
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034



**Subject: Offer Letter**

**Dear DINESH .M,**

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

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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 New 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

Dinesh . M

Acceptance Signature

**B. Kalpana**  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
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Address: Canberra House-3rd floor, New Mo 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 AA0FC7502P, GSTIN: 33AA0FC7902P1ZZ, PAN: AADFC7902P, TAN: CHEC189750  
FSSAI License No.: 10019042005846, 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

## Offer Letter

21<sup>th</sup> Nov, 2023

Dinesh P  
No. 34/43 Thiruvalluvar Street,  
Tambaram, Tamil Nadu

Dear Dinesh ,

This has reference to our meeting & subsequent telephonic discussions.\*

We are pleased to offer you the position of Data Analyst with our organization on discussed and agreed terms.

Your compensation will be as per the annexure attached.

A detailed service agreement will be shared with you at the time of joining. Your joining date is 04<sup>th</sup> Dec 2023.

To complete our records, you would need to bring the following with you on the date of joining:

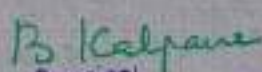
- Certificate of your last educational qualification in original
- Relieving letter from your last assignment
- A resume with identification document (Passport/Driving License)
- Photocopy of residence proof
- Photocopy of PAN card (2 copies)
- 5 passport size photographs
- Aadhar Card (2 copies)
- Cancelled Cheque
- Photocopy of Driving License (2 copies)

Please sign a duplicate copy of this letter in token of your acceptance of the said terms.

Looking forward to working along with you.  
For Sewell's Group India Private Limited,



Priya Sharma  
HR Manager



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

MSX International  
104, Building No-7,  
1st Floor, Sector 2, Millennium  
Business Park, MIDC, Mahape,  
Navi Mumbai-400701, India  
Tel: +91 22 6735 4900  
E-mail: info@msxi.com  
Sewell's Group India Private Limited  
CIN No. U74999MH2002PTC135619



## Compensation Offer Sheet

Name: Dinesh P

Position: Data Analyst

Grade: 4

Joining Date: 04<sup>th</sup> Dec 2023

### Compensation Details:

Item	Offered (INR on Annual Basis)
Basic	241,710
HRA	120,855
Development Fee	54,755
Cell Allowance	12,000
Leave Travel Allowance	24,000
Gross Salary	453,320
Employer's contribution towards PF	21,600
Group Insurance Premium	8,500
Total CTC	483,420

- Cell (Rs. 1000/- per month). If your cell bill exceeds Rs. 1000, the excess amount would be reimbursed in case the excess amount is equal to amount spent for business calls.
- LTA will be paid along with your monthly salary and tax benefit will be applicable as per Income Tax act.
- Group Health insurance premium (paid on behalf by the Company Premium amount Rs.8500/-). Medi claim coverage of Rs. 400000 for the employee, spouse and two dependent kids.
- Personal accidental policy with Coverage of Rs. 1000000 paid by the company.
- The CTC amount is prior to the income tax deduction. Income tax will be deducted from the CTC as per the relevant tax slabs and the Investment declared by the employee.

Agreed and Signed

Dinesh

*B. Kalpane*  
Principal  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI-600 071

January 19, 2023

Dinesh Pandhiyan

1/56, Natraj Nagar, Camp Road  
Selaiyur, Kancheepuram,  
Tamil Nadu- 600073 India

Dear Dinesh,

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 **D**. 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.

  
PRINCIPAL

PRINCE SHRI VENKATESH  
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.

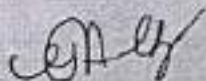
#### 16. SHIFTS

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: DHINESH

Date: 21.06.23

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



Dec 20<sup>th</sup> 2023

Letter of Offer

Dear DINESH KUMAR B,

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. Kalpane  
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  
D Dineshkumar  
8, Krishna Nagar 1st Street,  
Perungalathur  
Chennai  
600076

Dear D Dineshkumar,

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,  
Kharad, 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 ES/ 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.

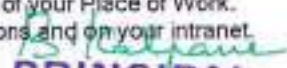
Statutory and Other Benefits

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.

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

31-May-2023

Dear DINESH KUMAR S,

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

Components	Components Rs. Per annum
Basic	87,000
Supplementary Allowance	112,000
Employer's Contribution to PF	22,600
Statutory Bonus	8,000
Gratuity	2,749
Flexible Compensation Pay	47,651
<b>Total Fixed Pay</b>	<b>280000.00</b>

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

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

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

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GOWRIVAKKAM, CHENNAI - 600 033.

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

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

Best Regards,

*Subhashish Banerji*

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

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