



**Optum Health & Technology (India) Pvt. Ltd.**

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

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

20-02-2023

Jaya Lakshmi S ,  
No-69, Vanjinathan Nagar, Medavakkam,  
Chennai, Tamil Nadu, 600100.

Dear Jaya Lakshmi S ,

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

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

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

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



Optum Health & Technology (India) Pvt. Ltd.

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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
Mediclaime Insurance	7,044	584
ESIC	5,751	479
Other Allowances	45,234	3,770
<b>CTC</b>	<b>2,11,397</b>	<b>17,616</b>
<b>Total CTC</b>	<b>2,11,397</b>	

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

CIN: U74910KA2005PTC038515, Phone +81 80 4257300 Email: inc@optum.com, Website: www.optum.com

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



**Offer Letter**

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

**Jaya Priya S**  
No.56, Orandhiamman Kovil Street,  
Velachery, Tamil Nadu

Dear Jaya Priya ,

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

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

**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  
Sewells Group India Private Limited  
CIN No. U74999MH2002PTC135618



Compensation Offer Sheet

Name: Jaya Priya S

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

Jaya Priya

*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  
D Jayasree  
7, Kannagi Nagar 1st Street,  
Perumbakkam  
Chennai  
600076

Dear D Jayasree,

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 Commercezone SEZ, Survey No. 85,  
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.

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

Dear Jeevitha A,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

**4. Compensation Package:**

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

**4.2. Allowances:**

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food, fuel, communication through Sodexo multi benefit card (At present this is Rs. 67,200 p.a.)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

**4.3. Other Benefits:**

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at Rs. 150,000 /- p.a.)

*B. Kalpana*  
**PRINCIPAL**

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



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be June 1, 2023

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on 01/06/2023

Date: 01/06/2023

(Signature): Jearitha

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



## AMURA HEALTH

3F, Neelambari, Doshi Symphony  
129, Velachery-Tambaram Main Rd,  
Ram Nagar South, Chennai-600100, India.

9th Jun 2023

JEEVITHA M,  
8/45 Rajendra Prasad street,  
Perumbakkam,  
Chennai , TamilNadu - 600 100.

Dear JEEVITHA M,

Amura Health (the "Firm") is pleased to invite you to join the team with a full-time role, on the terms described below:-

- 1. Position:** You will start in a full-time position as **Junior Health Coach** and you will initially report to the Firm's **Lead Health Coach**. By signing this letter, you confirm with the Firm that you are under no contractual or other legal obligations that would prohibit you from performing your duties with the Firm.
- 2. Compensation and Employee Benefits:** You will be paid as compensation for your services at a cost to the company of **INR 3,65,000 per year**, payable on the Firm's regular payroll dates.
- 3. Confidential Information and Invention Assignment Agreement:** Like all Firm's employees, you will be required, as a condition of your employment with the Firm to sign the Firm's standard Confidential Information and Invention Assignment Agreement.
- 4. Employment Relationship:** Employment with the Firm is for no specific period of time. Your employment with the Firm will be "at will", meaning that either you or the Firm may terminate employment at any time and for any reason, with or without cause. Any contrary representations which may have been made to you are superseded by this offer. This is the full and complete agreement between you and the Firm on this term. Although your job duties, title, compensation and benefits, as well as the Firm's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and the Firm's Chief Executive Officer.
- 5. Outside Activities :** While you render services to the Firm, you agree that you will not engage in any other employment, consulting or other business activity without the written consent of the Firm.
- 6. Withholding Taxes:** All forms of compensation referred to in this letter are subject to applicable withholding and payroll taxes.

B. Kalpane  
PRINCIPAL

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

AMURA

**AMURA HEALTH**

3F, Neelambari, Doshi Symphony  
129, Velachery-Tambaram Main Rd,  
Ram Nagar South, Chennai-600100, India.

7. Miscellaneous:

- (a) Governing Law: The valid interpretation, construction and performance of the terms of this letter, and all acts and transaction pursuant hereto and the rights and obligation of the parties hereto shall be governed, construed and interpreted in accordance with the laws of the Courts in Chennai, without giving effect to principles of conflicts of law.
- (b) Entire Agreement: This letter sets forth the entire agreement and understanding of the parties relating to the subject matter herein and supersedes all prior or contemporaneous discussion, understandings and agreements, whether oral or written, between them relating to the subject matter hereof.
- (c) Counterparts: This letter may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, and all of which together shall constitute one and the same agreement.
- (d) Electronic Delivery: The firm may, in its sole discretion, decide to deliver any documents related to this letter or any notices required by applicable law by mail or any other electronic means. You hereby consent to receive such documents and notices by such electronic delivery and agree to participate through an on-line or electronic system established and maintained by the firm or a third party designated by the firm.

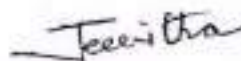
This offer has been sent to you for electronic signature. By electronically signing this offer, you agree and acknowledge that you have been able to access and review the offer and choose to sign this letter and the accompanying Confidential Information and Invention Assignment Agreement. As required by law, your Employment with the firm is also contingent upon your providing legal proof of Your identify and authorization to work in India. This offer, if not accepted, will expire at the close of business on 1<sup>st</sup> July 2023.

We look forward to having you join us no later than 1<sup>st</sup> July 2023.

FOR AMURA HEALTH



Saravanan Balakrishnan  
CEO & Founder



ACCEPTED AND AGREED

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

**AMURA**



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 133AACCA8448012X

phone  
+91 4461885100

OL/AJP-2022/5839

06/12/2022

Jeevitha N  
#67, 19th Street, TNHB Kumaran nagar,  
Sholinganallur,  
Chennai 600119

**OFFER LETTER**

Dear Jeevitha,

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 dependent 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 5,02,000/-
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



ISO 9001:2015



ISO 27001:2013

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 601 173.

QIN NO: U72200TN2000PTC051851

Private and Confidential

www.miramedaajuba.com



## CPF (INDIA) PRIVATE LIMITED

(Formerly, Charoen Pokphand (INDIA) Private Limited)

841/1, 100 Feet Rd., Binnamangala, Indiranagar,

Bangalore- 560038, Karnataka, INDIA

Website: [www.cp-india.com](http://www.cp-india.com) / [www.cpfworldwide.com](http://www.cpfworldwide.com) / [www.cpthailand.com](http://www.cpthailand.com)

July 25, 2023

To,  
Ms. Jeevitha  
Prince Shri Venkateshwara Arts and Science College,  
Gowrivakkam,  
Chennai-600073.

### Subject: Offer Letter

In reference to your application and followed by the interview, we would like to congratulate you on being selected for the role of **Quality Executive** on a salary of **Rs. 36,670/-** per month. Your probation training is liked to start from **10th August 2023** for a period of 6 months.

Initially, you will be considered as a executive trainee during the probation period, and the training includes orientation, learning and developing new skills and gaining a deeper understanding of concepts through hands on application of the knowledge you learned in the class.


The job details, technical platform and any other matters will be shared with you on the day of joining.

Again, Congratulations and we look forward to working with you.

You should report at the following address:

CPF India Private Limited.,  
#841/1, Binnamangala 1st stage,  
Indiranagar 100 Feet Road, Banaglore 560038  
Contact Person: Ms. Mala KM

Yours sincerely,  
for CPF India Private Limited.,

  
Asif Akram  
AGM HR

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



Ref: LC/HR/LO  
22<sup>nd</sup> August 2023

Mrs. Jenifar T,  
Eralur, Enathimangalam,  
Vilupuram,  
Tamil Nadu - 607107

Dear Ms. Jenifar,

**LETTER OF OFFER**

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of "Executive – Molecular Genetics" in our Head Office on a CTC of Rs.2, 71,619- (Rupees Two Lakhs Seventy One Thousand Six Hundred Nineteen Only) p.a, the formal Letter of appointment shall be issued at the time of your joining duty.

You are requested to join the organization on 22<sup>nd</sup> August 2023 failing which this letter of offer stands cancelled.

You are requested to return the duplicate copy of this letter as a token of acceptance of our offer of appointment.

On your date of joining, you are required to produce the following documents to the HRD for verification and records:

1. Relieving Order from the previous employer
2. Salary Slip of last drawn Salary
3. Attested copy of Testimonials (X Certificate for Age Proof, XII and educational certificates)
4. Certificates of previous training programs / conferences/seminars attended.
5. ID Proof where copy of Passport if available or the Voter ID card may be submitted.
6. Medical Fitness Certificate from a registered medical practitioner mentioning your blood group.
7. Four Passport size photographs.
8. Aadhaar Card

While welcoming you to our organization, we wish you a long and fruitful career ahead.

For LifeCell International Private Limited



Thomas Keerthi F  
Vice President – Human Resources

Regd. Office: LifeCell International Pvt. Ltd., #16/9 Vijayaraghawa lane, Vijayaraghawa Road,  
T.Nagar, Chennai-600017, Tamil Nadu, India  
CIN: U85196TN2004PTC053577  
+91 44-4293 5353 | contactus@lifecell.in | www.lifecell.in

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



# Muthoot Finance



Ref: HRD PL/03020/2032

28-March-2023

To,

**Ms. Jennifer B**

No.5/34 Maydiyanathan Street,  
Nehru Nagar, Velachery Check Post  
Chennai-600042

Dear Jennifer,

**Sub: Employment Offer**

This is in reference to the interview & discussion we had on 18<sup>th</sup> March 2023.

Thank you for choosing Muthoot Group for building your career.

We are pleased to offer you the position of **Management Trainee - Credit** based out of Bangalore location and the **Grade will be Management Trainee Grade** with an Annual CTC Salary of **Rs. 3,75,000/- (Rupees Three Lakh Seventy Five Thousand Only)**.

The salary break up is enclosed in ANNEXURE -1.

You are requested to submit MRE (Medical Examination Report) on or before 15 days from your offer letter, failing which your Employment offer would be void.

KPI & KRA in your proposed assignment will be provided to you at the time of joining. Your initial posting will be at Corporate Office Bangalore.

Please confirm your acceptance of our offer by return mail. On acceptance of the offer, you will have to report for duty on or before 3<sup>rd</sup> May 2023 at the address below.

**MUTHOOT FINANCE LIMITED,**

Personal Loan Head Office,  
Plot Number- 90, Second Floor,  
Kacharakanahalli, Kariyapalaya,  
Lingarajapuram, Bangalore-560084  
Contact Person: Mr. Bhaskar Ganguly- Manager-HR(91 64282102)

With Warm Regards,  
For Muthoot Finance Ltd

Sanoj  
Ramakrishna

*B. Kalpana*  
B. KALPANA  
PRINCE OF ARTS COLLEGE  
CHENNAI-600 073

Authorized Signatory

Enclosed: Annexure 1 and Annexure 2

Page 1 of 3

**Muthoot Finance Ltd.**

Reg. Office: 2<sup>nd</sup> Floor, Muthoot Chambers, Opp. Sathya Theatre Complex, Panaji Road, Ernakulam - 682010, Kerala, India  
Phone: +91 484 239 6478/239 4712 Fax: +91 484 239 6506/239 7399

Corp. Office South: Plot No. 90, Kacharakanahalli, Kariyapalaya, St. Thomas Town East, Lingarajapuram, Bangalore - 560 084, Karnataka, India  
Phone: +91 080 2548 9850

mails@muthootgroup.com | www.muthootgroup.com | CIN: L15910KL1097MLC011300

**The Muthoot Group - 20 Diversified Business Divisions**

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Merita | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loans | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

**Muthoot Family - 800 years of Business Legacy**



Offer Letter

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

Jeyamani Praethi M  
No.37/15, Ambedkar Street,  
Kamarajpuram, Tamil Nadu

Dear Jeyamani Praethi,

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

*B. Kalpana*  
Principal

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

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

**Compensation Offer Sheet**

Name: Jeyamani Preethi 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	463,320
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

Jeyamani Preethi

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





# Smartail

Dear P.Jeyanthini,

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  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI



## 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 forty 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  
CHENNAI - 600 075





Optum Health & Technology (India) Pvt. Ltd.

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

optum.com

16<sup>th</sup> June 2023

Joshua Peter,  
No: 1/238b, Kalamegam Street, Tambaram,  
Chennai, Tamil Nadu - 600044.

Dear Joshua Peter,

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 AN

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

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

During the period of Probation, either the Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, one month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.5 of Appendix 3 to this letter of appointment.

*B. Kalpana*  
PRINCIPAL

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

CIN: U74910KA2005PTD036515 | Phone: 91 80 435 1301 | Email: [hr@optum.com](mailto:hr@optum.com), [careers@optum.com](mailto:careers@optum.com), Website: [www.optum.com](http://www.optum.com)

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVARKAM, CHENNAI - 600075





Optum Health & Technology (India) Pvt. Ltd.

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

optum.com

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendix, 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 Appendix.

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

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

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

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

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

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

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

For Optum Health and Technology (India) Private Limited

Amber Alam - Director

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

ACKNOWLEDGEMENT:

Joshua

Date: 17/06/23

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

CIN: U74910KA2004PTC038615, PAN: **AAHCO29A** 300 Email: [incontact@optum.com](mailto:incontact@optum.com) Website: [www.optum.com](http://www.optum.com)

**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, Maruthi Seva Nagar  
Bangalore 560005

optum.com

**ANNEXURE**

<b>Name</b> :	Joshua Peter		
<b>Designation</b> :	Process Associate		
	<b>SALARY COMPONENTS</b>		
		<b>ANNUALLY (₹)</b>	<b>MONTHLY (₹)</b>
	Basic	1,02,001	8,501
	HRA	75,000	6,250
	Statutory Bonus	7,000	583
	Provident Fund	21,600	1,800
	Gratuity	4,907	409
	Mediclaim Insurance	7,044	587
	Other Allowances	80,448	6,871
	<b>CTC</b>	<b>3,00,000</b>	<b>25,000</b>

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

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

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

CIN: U74910KA2005PTC036515, Phone: 080 4257300 Email: [incontact@optum.com](mailto:incontact@optum.com), Website: [www.optum.com](http://www.optum.com)

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

Savista Global Solutions Pvt. Ltd.  
(Formerly nThrive Global Solutions Pvt. Ltd.)  
Unit 1-G-1, Block A - Eastern Front Wing  
TECCI Park No: 185, Old Mahabalipuram Road,  
Sholinganallur, Chennai, TN - 600 119.  
Tel +91 44 5589 1111  
www.SavistaRCM.com  
CIN: U85100DL2093PTC334212



Format No.: SP/HR/FT

## Offer Letter

Private & Confidential

03<sup>rd</sup> Oct 2023

Jothilakshmi R

No.1/62, Viranam Road, Ganapathi Nagar, Kelambakkam, Chennai - 603103

Dear Jothilakshmi,

With reference to your application and subsequent interviews, we are pleased to offer for the position of "Coder" in "Operations" in our organization.

Your Total Compensation will be INR 2,41,400/- which is all inclusive and will be paid in accordance to company policy. The break-up is given below in Annexure A.

We request you to join us by 03<sup>rd</sup> Oct 2023 at 10.00 AM. At the time of joining, please submit the following documents:

- 1) 10th, 12th and Degree with two Photocopies in support of your educational qualifications.
- 2) Relieving letter from your previous employer and last drawn pay slip, if applicable.
- 3) Six passport size and one stamp size color photographs with white background.
- 4) One Xerox copy of your address proof and your Photo ID proof.
- 5) Appointment letter if, any from your previous employer.
- 6) Aadhaar to be provided as Mandatory address & ID proof

We will be issuing a letter of Appointment on the day you join our services.

This offer is subject to you undergoing a background verification and it's mandatory that you have to clear the verification successfully. In the event of you not clearing background verification successfully, this offer made to you will be withdrawn without any further notice.

It is mandatory that you would need to take your covid 19 vaccination before your date of joining mentioned in your offer letter & your vaccination certificate should be submitted part of your joining formalities. Due to any circumstances, you are unable to produce the certificate on your joining date, this offer will be void.

Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Thank you for choosing career with us and we look forward to working with you.

For Savista Global Solutions Pvt. Ltd.

**Mathangi Sathyaramanan**  
Director, Human Resources

Regd. Office: K-185 / 14, First Floor, Surya Plaza, New Friends Colony, New Delhi - 110025.

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



Annexure A

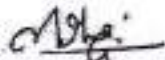
Name: Jothilakshmi R  
Designation: Coder

Salary Components ( A )	Monthly (INR)	Annual (INR)
Basic	5,375	64,500
House Rent Allowance	2,688	32,250
Other Allowance	6,285	75,418
Bonus	1,400	16,800
<b>Gross Salary ( A )</b>	<b>15,747</b>	<b>188,968</b>
Other Components ( B )	Monthly (INR)	Annual (INR)
PF	1,399	16,790
ESI	512	6,141
Gratuity	258	3,101
<b>Sub Total ( B )</b>	<b>2,169</b>	<b>26,032</b>
<b>CTC ( A+B )</b>	<b>17,917</b>	<b>215,000</b>
Shift Allowance ( C )	2,200	26,400
<b>Total Compensation ( A+B+C )</b>	<b>20,117</b>	<b>241,400</b>
Deductions from Gross Salary ( A )		
Employee Contribution to PF	1,399	16,790
Employee Contribution to ESI	118	1,417
Professional Tax	As per applicable Acts	
Income Tax	As per the Income Tax Act 1961 and amendments thereto	

Other Benefits:

- You will be entitled for 1 free meal a day as per your shift timings.
- Free transportation will be provided as per transportation policy
- You will be entitled to Casual/Sick and Earned leave as per leave policy
- Shift Allowance is applicable for colleagues who work in Night Shift
- You will be eligible for gratuity as per policy
- Personal Accident Insurance, Life Term Insurance & Group Medical Insurance will be applicable as per the Medical Health Insurance Policy.

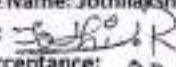
Policies and Benefits are subject to change as per company's sole discretion.  
For Savista Global Solutions Pvt. Ltd.



Mathangi Sathyaramanan  
Director, Human Resources

I accept that I have understood the details of my salary, allowances, benefits and the terms & conditions of my employment including shift timings as explained by the recruiter. I confirm hereby that I will report to duty on 08/10/2023

Recruiter Name: Jency  
Signature:  
Date of Issue: 03<sup>rd</sup> Oct 2023

Candidate Name: Jothilakshmi R  
Signature:   
Date of Acceptance: 03/10/2023

Regd. Office: K-185/14, First Floor, Surya Plaza, New Friends Colony, New Delhi - 110025.

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



# Smartail

Dear K.Jothipriya,

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  
ARTS AND SCIENCE COLLEGE  
MADHAVAPURAM, CHENNAI



### **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. Kalpane*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
P. CHENNAI, CHENNAI

Savista Global Solutions Pvt. Ltd.  
(Formerly nThrive Global Solutions Pvt. Ltd.)  
Unit 1-G-I, Block A - Eastern Front Wing  
TECCI Park No: 285, Old Mahabalipuram Road,  
Sholinganallur, Chennai, TN - 600 119.  
Tel +91 44 6589 1111  
www.SavistaRCM.com  
CIN: U85100DL2003PTC334212



Format No.: SP/HR/FT

## Offer Letter

Private & Confidential

03<sup>rd</sup> Oct 2023

Justin Arokia Mary S

No.21, No: 12, Kakkan Nagar, 2nd Street, Adambakkam, Chennai-600088.

Dear Justin Arokia Mary,

With reference to your application and subsequent interviews, we are pleased to offer for the position of "Coder" in "Operations" in our organization.

Your Total Compensation will be INR 2,41,400/- which is all inclusive and will be paid in accordance to company policy. The break-up is given below in Annexure A.

We request you to join us by 03<sup>rd</sup> Oct 2023 at 10.00 AM. At the time of joining, please submit the following documents:

- 1) 10th, 12th and Degree with two Photocopies in support of your educational qualifications.
- 2) Relieving letter from your previous employer and last drawn pay slip, if applicable.
- 3) Six passport size and one stamp size color photographs with white background.
- 4) One Xerox copy of your address proof and your Photo ID proof.
- 5) Appointment letter if, any from your previous employer.
- 6) Aadhaar to be provided as Mandatory address & ID proof

We will be issuing a letter of Appointment on the day you join our services.

This offer is subject to you undergoing a background verification and it's mandatory that you have to clear the verification successfully. In the event of you not clearing background verification successfully, this offer made to you will be withdrawn without any further notice.

It is mandatory that you would need to take your covid 19 vaccination before your date of joining mentioned in your offer letter & your vaccination certificate should be submitted part of your joining formalities. Due to any circumstances, you are unable to produce the certificate on your joining date, this offer will be void.

Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Thank you for choosing career with us and we look forward to working with you.

For Savista Global Solutions Pvt. Ltd.

Mathangi Sathyaraman  
Director, Human Resources

Regd. Office : K-285 / 14, First Floor, Surya Plaza, New Friends Colony, New Delhi - 110025.

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 173.



### Annexure A

Name: Justin Arokia Mary S  
 Designation: Coder

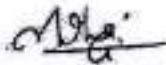
Salary Components ( A )	Monthly (INR)	Annual (INR)
Basic	5,375	64,500
House Rent Allowance	2,688	32,250
Other Allowance	6,285	75,418
Bonus	1,400	16,800
<b>Gross Salary ( A )</b>	<b>15,747</b>	<b>188,968</b>
Other Components ( B )	Monthly (INR)	Annual (INR)
PF	1,399	16,790
ESI	512	6,141
Gratuity	258	3,101
<b>Sub Total ( B )</b>	<b>2,169</b>	<b>26,032</b>
<b>CTC ( A+B )</b>	<b>17,917</b>	<b>215,000</b>
Shift Allowance ( C )	2,200	26,400
<b>Total Compensation ( A+B+C )</b>	<b>20,117</b>	<b>241,400</b>
Deductions from Gross Salary ( A )		
Employee Contribution to PF	1,399	16,790
Employee Contribution to ESI	118	1,417
Professional Tax	As per applicable Acts	
Income Tax	As per the Income Tax Act 1961 and amendments thereto	

#### Other Benefits:

- You will be entitled for 1 free meal a day as per your shift timings
- Free transportation will be provided as per transportation policy
- You will be entitled to Casual/Sick and Earned leave as per leave policy
- Shift Allowance is applicable for colleagues who work in Night Shift
- You will be eligible for gratuity as per policy
- Personal Accident Insurance, Life Term Insurance & Group Medical Insurance will be applicable as per the Medical Health Insurance Policy.

Policies and Benefits are subject to change as per company's sole discretion.

For Savista Global Solutions Pvt. Ltd.



**Mathangi Sathyaramanan**  
 Director, Human Resources

I accept that I have understood the details of my salary, allowances, benefits and the terms & conditions of my employment including shift timings as explained by the recruiter. I confirm hereby that I will report to duty on 03/10/23

Recruiter Name: Jency  
 Signature:  
 Date of Issue: 03<sup>rd</sup> Oct 2023

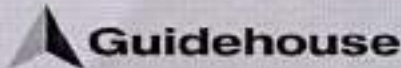
Candidate Name: Justin Arokia Mary S  
 Signature: *Arokia Mary S*  
 Date of Acceptance: 03/10/23

*B. Kalpana*

Regd. Office : T-285 / 14, First floor, Surya Plaza, New Friends Colony, New Delhi - 110025.

PRINCIPAL  
 PRINCE SHRI PRINCIPAL SHIVARA  
 PRINCE SHRI MENKAFESHUBRAI  
 ARTS AND SCIENCE COLLEGE  
 GURUVAKKAM, CHENNAI - 600 073.





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

CIN No: U74999KL2004PTCO16993

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

July 9, 2023

**K.R.Justin Paul**

Subject: Offer of Employment

**Dear Justin Paul,**

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

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

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

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

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

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

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

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

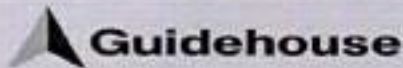
At the time of your joining kindly bring the following original documents for verification along with a photocopy, which would be retained for our record.

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

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE CO!!  
KOTIVAKKAM, CHENNAI





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

CIN No: U74999KL2004PTCO16993

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

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

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

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

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

Sincerely yours,

Saji Zacharia,  
Director-HR

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



April 12, 2023

Dear Kalaiarasi,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of **Associate-Global Finance** with VDart Group, on the following terms and conditions

You will draw a CTC of **2,25,500 (Two Lakh twenty five Thousand five hundred Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **June 2, 2023**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

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

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

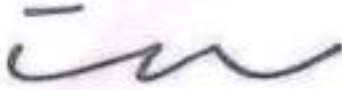
Thanking you,

Yours faithfully,

Mohana Sundaram  
Assistant General Manager - HR

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





# INNOVATE NETWORKS

E-SERVICES PVT LTD.

## Letter of Offer

1st June 2023

Name: Kalaivani S

Chennai

Phone no: +91 9840123876

Dear Kalaivani S,

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  
GOWRIVAKKAM, CHENNAI - 600 073.

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

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

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

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

CIN: U72400KA 2009PTC05 1984

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



# **IFB**

Dec 20' 2023

Letter of Offer

Dear KAMESH L,

*Congratulations!*

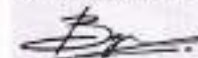
We are delighted to offer you the position of "Jr. System Executive" in our organization subject to the following:

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

Wishing you a long and progressive association with IFB

Yours truly,

For IFB Industries Limited



Bikram Nag

Joint Executive Chairman & Manager Director

*B. Kalpana*

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



Date: 24-11-2023

**Subject: Offer of Employment**

Dear Kamalesh J,

Heartiest Congratulations to you!

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

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

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

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

A handwritten signature in black ink, appearing to read "Sushil".

**Sushil Chander**  
Vice President – Human Resources

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



**Annexure 1**
**Date:** 24-11-2023

**Name:** Kamalesh J

**Designation:** Executive Trainee

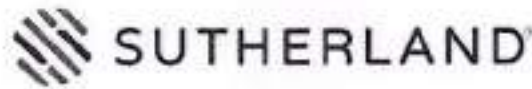
**Band:** J2

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

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

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

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



09/06/2023

Dear KANIMOZHI,

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

With reference to the discussions, you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that your employment with us is contingent on subject to successful clearance of background verification. You need to submit all relevant documents for background verification within seven (7) days from the date of appointment letter. In case you fail to submit the documents within the prescribed period, we will initiate necessary action against you as deemed as appropriate by the Company including but not limited to revoking of this offer letter without any further liability to Company. You are requested to join us on or before **09/06/2023** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company is **Rs. INR 235,000.00** /- per annum (**Rupees Two Lakh Thirty-Five Thousand Only**), the details of which are given in the annexure of the appointment letter.

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

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

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

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



Sutherland Global Services Private Ltd.

Annexure

Name of the Employee: KANIMOZHI,  
Designation: Associate-CS Internet  
Date of Joining: 09/06/2023  
Level: Level 1

Components	Rs. Per month	Rs. Per annum
<b>FIXED PAY</b>		
Basic Salary	5,496	65,949
House Rent Allowance	2,748	32,975
Bonus	2,209	26,513
Special Allowance	5,249	62,988
<b>Gross Salary (A)</b>	<b>15,702</b>	<b>188,425</b>
<b>PERFORMANCE INCENTIVE (B)</b>		
Performance Incentive	2,750	24,750
<b>STATUTORY BENEFITS AND INSURANCE (C)</b>		
Employer's Contribution to PF	1,555	18,654
Gratuity	264	3,171
<b>CTC (A + B + C)</b>	<b>19,583</b>	<b>INR 235,000.00</b>
Net Salary (Gross-PF-ESI)	14,030	168,358
Potential Earning (Net Salary + Performance Incentive)	16,780	193,108

**Performance Incentive (Fresher)** - You will become eligible for PI, after completion of 2 calendar months from your start date at Sutherland. Your PI will be paid against achievement on the target/s set by the company, on a time-to time basis. PI is processed and paid 60 days from the completion of the performance period.

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



April 12, 2023

Dear Kanimozhi,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of **Associate-Global Finance** with VDart Group, on the following terms and conditions

You will draw a CTC of **2,25,500 (Two Lakh twenty five Thousand five hundred Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **June 2, 2023**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

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

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

Thanking you,

Yours faithfully,

MohanaSundaram  
Assistant General Manager - HR

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



26 Oct, 2023

**STRICTLY PRIVATE AND CONFIDENTIAL**

Dear **KARISHMA K,**

With reference to your application and subsequent interview with us, we are pleased to offer you a position at FLOW as **Management Trainee (Executive/Level 1A)**.

You will be issued a detailed appointment letter stating the role & responsibilities, CTC & benefits, company policy and other terms of the employment within 15 days of your joining date. This Offer letter merely displays our intent to employ you and your employment with the company shall commence only upon signing the Appointment letter on the day of joining.

Your joining date will be **01 Dec, 2023** this offer shall be open and valid till the expected date of joining and will stand automatically withdrawn, should you not join the services of the company on the said date. Once you join, you will be on a probation for typically 6 months (extendable by 3 more months if performance needs improvement), after which you shall be confirmed by the company by way of a confirmation letter.

At the time of joining, please submit self-attested copies of the following documents for our records:

- Degree certificates of graduation and post-graduation (if any)
- Relieving letter from previous organization
- Aadhar card & PAN card
- Last 3 months salary slip
- Residential address proof & passport photographs

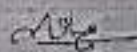
Please note that this offer letter is subject to all the data/information furnished by you during interviews being factually correct. Any deviation/misrepresentation of the information furnished gives the right to the company to withdraw/cancel the offer and/or terminate the employment (if already joined) without prior notice.


Please share a signed, scanned copy of the offer letter as your acceptance towards the same.

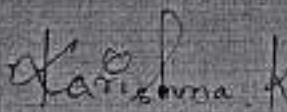
Looking forward to a long, fruitful stint with you at FLOW!

ACKNOWLEDGEMENT

I accept the offer

  
Vyoma Pandit  
Co-Founder

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

  
Signature of candidate



We are pleased to confirm the following details of this offer:

		Designation	Management Trainee (Executive/ Level 1A)
Department	Sales	Employee ID	POPR130
Date of joining	1 <sup>st</sup> Dec 2023	With Effective Form	1 <sup>st</sup> Dec 2023
Reporting	Pankaj		
<b>Fixed CTC</b>	<b>Variable CTC</b>	<b>Total</b>	
4,50,000	1,50,000	600,000	
<b>Details</b>	<b>Annually</b>	<b>Monthly</b>	
Basic	22500	18750	
HRA	4236	353	
Telephone Expenses	3600	3000	
Travelling Conveyance	18000	1500	
Basket of Allowance	76764	6397	
<b>Total Gross Salary</b>	<b>450000</b>	<b>37500</b>	
<b>Deductions</b>			
<b>Details</b>	<b>Annually</b>	<b>Monthly</b>	
Provident Fund	21600	1800	
Medical Insurance	6000	500	
Professional Tax	2400	200	
<b>Income Tax</b>			
<b>Total</b>	<b>30000</b>	<b>2500</b>	
<b>Total Net Salary</b>	<b>420000</b>	<b>35000</b>	

*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

16<sup>th</sup> June 2023

Karpageshwari Rajendran,  
No:15 J-Block, Dr.Thomas Road, T.Nagar  
Chennai, Tamil Nadu - 600017.

Dear Karpageshwari Rajendran,

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 trusts; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.

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

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

#### PROBATION

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

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

The Company reserves the right to extend the Probation period for an additional 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, Maruthiseva Nagar, Bangalore 560005

CIN: U74919KA2005PTC036545. Phone: +91 874 543 0000. Email: [hr@optum.com](mailto:hr@optum.com). Website: [www.optum.com](http://www.optum.com)

B. Kalpana  
PRINCIPAL  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600073





Optum Health & Technology (India) Pvt. Ltd.

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

optum.com

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

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

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

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

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

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

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

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

For Optum Health and Technology (India) Private Limited

Amber Alam - Director

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

ACKNOWLEDGEMENT:

Karpageshwari

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

Date: 16/6/23

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

CIN: U74519KA2005PTC036515, Phone +91 80 4257300 Email: [ncoster@optum.com](mailto:ncoster@optum.com), Website: [www.optum.com](http://www.optum.com)





Optum Health & Technology (India) Pvt. Ltd.

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

optum.com

**ANNEXURE**

<b>Name</b> : Karpageshwari Rajendran		
<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	21,500	1,800
Gratuity	4,907	409
Mediclaim Insurance	7,044	587
Other Allowances	82,448	6,871
<b>CTC</b>	<b>3,00,000</b>	<b>25,000</b>

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

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

*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: U74910KA2005PTC036515, Phone +91 80 4257 300 Email: incorred@optum.com, Website: www.optum.com



HRD-OFFR-49/AR/0211  
11/2/2023

**Karthick G**  
NO, 13 G2 Shakthi Flats, Ashokan Nagar,  
Bharathipuram,  
TAMIL NADU  
600100.

Offer Letter

Dear **Karthick G**

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, Nevelur, 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 - 603103.

Pr. No. 44-0741/2009 www.preludesys.com

CIN: U72300TN1998PTC041378 P. G. S. IN. J. S. A. S. C. P. L. S. E.  
GOWDHYAKKAM, 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, kanthick G 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.

kanthick G  
Employee's Signature  
Date: 03/11/2023

B. Kalpana  
PRINCIPAL

PreludeSys India Private Limited

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

Ph: 91-44-67417800 / Web: [www.preludesys.com](http://www.preludesys.com)

CIN: U72303TN3000PTC041576 | GSTIN: 33AA8DP252K12C



Salary Annexure

Candidate Name	Karthick G	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	461	5772	
<b>Statutory Employer</b>	<b>2646</b>	<b>31762</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	206	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>2006</b>	<b>24096</b>	
<b>Net Take Home</b>	<b>20346</b>	<b>244162</b>	
<b>Fixed CTC</b>	<b>25000</b>	<b>300000</b>	
<b>Variable Pay (*payout as per VP policy)</b>	<b>0</b>	<b>0</b>	
<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.

*B. Kalpana*  
PreludeSys India Private Limited

Regd. Office : No. 3/A3, 1st Cross Street, Sri 201 H Park, Srirangapatna - 603 103.

Ph: 080-26001600 | www.preludesys.com

PRINCIPAL  
SRI VENKATESHWAR  
SCIENCE COLLEGE  
SUVARIVAKKAM, CHENNAI - 600033



31-May-2023

Dear KARTHICK RAJA 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.

**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GOWRIKANNAL, CHENNAI - 600 025

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. Kalpave*  
Principal

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





Realize Your Ideas

# California Software Company Limited

CIN: L72300TN1992PLC022195

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

OMR Phase 1, Chennai-600096

Phone +91 94448 60882

Email: investor@calsoftgroup.com

www.calsoftgroup.com/www.calsoft.com

Ref. No: CAL/APPT/2023

August 11, 2023

To

Mr. Karthik A,  
365, Jeeva Street,  
Mudichur,  
Chennai-600045

## LETTER OF APPOINTMENT

Dear Karthik A,

With reference to your application and subsequent interview you had with us, we have pleasure in welcoming you to our organization and offer you an appointment for the position of SOFTWARE ASSOCIATE based at Chennai with effect from August 15, 2023. You shall be governed by the following terms and conditions of service during your employment with California Software Company Ltd. (here after referred to as the "Company" which may be amended).

### **1. Appointment:**

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

### **2. Place of Work:**

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

### **3. Salary and Benefits:**

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

### **4. Medical:**

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

### **5. Ethics & Loyalty:**

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

*B. Kalpana*  
**PRINCIPAL**

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

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

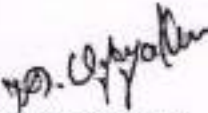
Kindly return to us the enclosed duplicate copy of this letter of appointment duly signed by you in token of your confirmation and acceptance of the above terms and conditions.

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

Thanking you,


Yours truly

For CALIFORNIA SOFTWARE COMPANY LIMITED

  
VIJAYAKUMAR  
DIRECTOR



The above terms & conditions are acceptable to me.

Signature of the Candidate: 

Date: 16.6.23

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





Dec 20<sup>th</sup> 2023

**Letter of Offer**

Dear KARTHIKA KRISHNA SAIE 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

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

**STRICTLY PRIVATE & CONFIDENTIAL**  
**PREPARED FOR: Karthik M**

**CBRE**

19th Floor, DLF Square  
M Block, Jacaranda Marg,  
DLF City Phase II, Gurgaon - 122002.  
T: 91 124 465 9700  
F: 91 124 465 9500

CIN - U74140DL1999PTC100244  
newdelhi@cbre.co.in

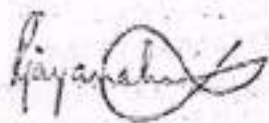
Date:-16-NOV-23

www.cbre.co.in

**EMPLOYMENT TERMS AND CONDITIONS**

We welcome you to CBRE South Asia Pvt. Ltd. The terms and conditions of your appointment are as follows:

<b>EMPLOYER</b>	CBRE South Asia Pvt. Ltd. (hereafter "The Company")
<b>EMPLOYEE:</b>	Karthik M No. 35 B, Maragathammal Chandrasekaran Street, Nandhivaram, Guduvancherry, Kancheepuram-603202
<b>COMMENCEMENT OF EMPLOYMENT:</b>	Your employment will commence on <b>17-NOV-23</b> Your employment is contingent on the results of a background check which may include reference checks, medical checkup and verification of education and work history. If the results of your background check reveal information that is inconsistent with our standards, this offer may be rescinded or your employment with the Company may be subject to immediate termination, at the discretion of the Company.
<b>PROBATION:</b>	Your employment will be subject to a probation period of six months from your date of joining. Your employment will stand confirmed after the period of probation is over unless until CBRE South Asia Pvt. Ltd. extends the period of probation and informs the same to you in writing.
<b>JOB TITLE:</b>	You will be employed as <b>TRAINEE</b> in <b>Assets Services PM</b> based at <b>DLF, Chennai</b>
<b>CTC:</b>	Your CTC (Cost to Company) will be Rs. <b>38,000/-</b> per month ( <i>break-up details mentioned in Annexure I</i> ) which is inclusive of all benefits, perquisites & statutory contributions by the Company under PF Act, payable in arrears on the last day of the month. Your CTC will normally be reviewed annually by the Company. In conducting such review, the Company will take into account both market factors and your job performance and may, at its sole discretion, make any necessary adjustments to your emoluments. You will be notified in writing of any changes to your emoluments.



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



STRICTLY PRIVATE & CONFIDENTIAL  
PREPARED FOR: Karthik M

CBRE

The terms and conditions in this Agreement shall be constructed and interpreted in accordance with the Laws of India and the parties shall submit to the non-exclusive jurisdiction of Indian Courts located in Delhi in the event of any dispute arising out of and/or in connection with your employment.

For and on behalf of the Company



Jayamalini Ramaratnam  
Head – Human Resources  
Date: 17-NOV -23

Please advise any CHANGE OF ADDRESS to the Human Resources Department.

I have read and understood the above terms and conditions and hereby accept them.

By joining CBRE, I hereby declare that there is nothing material (information) about me which has been concealed by me which may debar /disallow me to undertake my continuous service with CBRE South Asia Pvt Ltd at Chennai for the next 12 months. If any concealment or misrepresentation of material facts by me comes to light after joining, the Company has every right to take suitable action against me. The decision of the Company's management shall be final and binding in this regard and I will abide by the same.

Signature of the Employee

.....*Karthik M*.....

Name: Karthik M

Date: .....17.11.23.....

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

IQ/OL/0304231586

21<sup>st</sup> March 2023

M. Karthikayan B  
Chennai

Dear Karthikayan,

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

#### I. APPOINTMENT

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

#### II. COMPENSATION

You will be eligible to receive the following:

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

*B. Kalpane*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
M. CHENNAI - 600 011, KAMBAYYAL  
14/03/23

Page 1 of 5





**iQUANTI**

**X OTHER TERMS & CONDITIONS**

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

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

Yours sincerely,  
For iQuanti (India) Private Ltd.

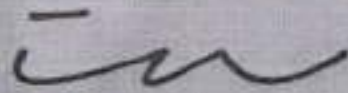
**Anupam Pareek**  
Vice President - Human Resources

Page 5 of 5

*B. Kalpana*  
PRINCIPAL

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





# INNOVATE NETWORKS

E-SERVICES PVT LTD.

## Letter of Offer

1st June 2023

Name: Karthikeyan M  
Chennai  
Phone no: +91 9840049436

Dear Karthikeyan M,

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

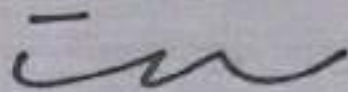
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE

#234, 1 Floor, 16th Main, 22 Cross, HSR Layout, Bengaluru, Karnataka 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:	Karthikeyan M
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
Ef(employer Contribution)		Inr 1,800 per month	

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

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

*B. Kalpane*  
PRINCIPAL

CIN: U72400KA 2009PTC05 1984

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



IQ/OL/0304231583

21st March 2023

Mr. Karthikeyan N  
Chennai

Dear Karthikeyan,

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

#### I. APPOINTMENT

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

#### II. COMPENSATION

You will be eligible to receive the following:

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

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI - 600 072

Page 1 of 5





X OTHER TERMS & CONDITIONS

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

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

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

Yours sincerely,  
For iQuanti (India) Private Ltd.

**Anupam Pareek**  
Vice President - Human Resources

Page 5 of 5

*B. Kalpana*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKHAM, CHENNAI - 600 078

# accesshealthcare™

Date: 01 Mar 2023 19:46

Employee ID: M0249123

Mr./Ms. Kathirvel Siddarthan

Assistant Client Partner - AR

## Appointment Letter

Dear Kathirvel Siddarthan,

Thank you for the keen interest you have shown in our organization. Consequent to your application and the subsequent discussions you had with us, we are pleased to appoint you as **Assistant Client Partner - AR** with Access Healthcare Services Private Limited.

We appreciate your entrepreneurial instincts and welcome your decision to join this organization. We are sure that not only will you contribute in your field of expertise but also help build this organization to be a Global Player. In doing so, together we will preserve the Core Values that we stand for.

You are requested to contact **HR Team** at the following address to take on your assignment on **22 May 2023**

**Access Healthcare Private Limited ( HQ ), A9, First Main Road  
Ambattur Industrial Estate, Chennai - 600 058, Tamil Nadu, India.**

In case you need any further clarification / assistance, please get in touch with the under signed.


Please sign and return a copy of this letter to the undersigned at the earliest.

Looking forward to your joining our "Winning Team"

With best wishes,

Yours sincerely,

**I accept this appointment and the Terms and  
Conditions attached.**



**Samuel S**  
Director - HR

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

Digitally Acknowledged by me on

01 Mar 2023 19:48

**Kathirvel**  
Signature of the Candidate

Name : Kathirvel Siddarthan

Employee ID : M0249123

Access Healthcare Services Pvt. Ltd  
CIN: U74220TN2011PTCO78925  
Registered Office: Kochar Technology Park, SP-31A,  
3rd Floor, Ambattur Industrial Estate,  
Chennai - 600058, Tamil Nadu, INDIA  
Phone: +91 44 431 08980/81/82,  
Website: www.accesshealthcare.com

Head Quarters  
#A9, First Main Road, Ambattur Industrial  
Estate, Ambattur, Chennai - 600 058,  
Tamil Nadu, INDIA  
Phone: +91 44 42178066



# accesshealthcare™

## Annexure I

SALARY COMPONENTS	Amount	
	Rs. PM	Rs. PA
Basic	12700.00	152400.00
House Rent Allowance	6350.00	76200.00
Conveyance Allowance	1800.00	19200.00
DA	0.00	0.00
SDA	0.00	0.00
Statutory Bonus	1985.00	23820.00
Special Allowance	5347.00	67764.00
Gross (A)	28282.00	339384.00
<b>Benefits</b>		
Provident Fund	1800.00	21600.00
ESI	0.00	0.00
Medical Reimbursement	0.00	0.00
Retention Incentive	1053.00	12636.00
Gratuity	810.00	7320.00
Total (B)	3488.00	41616.00
Cost To Company (A+B)	31750.00	381000.00

### Insurance Benefits:

a) **Floating Medical Insurance:** Access Healthcare provides a floating medical insurance coverage for expenses related to hospitalization for you and a maximum of three dependents.

**Default Coverage limit: Rs.100,000/- per annum**

b) **Personal Accident Insurance:** This provides you with round the clock financial protection in case of an accident anywhere in india. **Coverage limit: Rs. 100,000/-**


### Retirement Benefits:

#### a) Gratuity:

This is an ex-gratia payment paid as gratitude for your continuous service, as per Payment of Gratuity Act, 1972 and is governed by the guidelines laid out by Access Healthcare.

#### b) Provident Fund:

Effective September 1st, 2014 - Provident Fund (PF) scheme has been amended to increase the threshold of the wages for being eligible to benefits under the Provident fund Scheme to INR 15,000/-. If your basic salary is above INR 15,000 PF contribution shall be at INR 1800 per month and if your basic salary is less than INR 15,000/- then PF shall be arrived at 12% of your gross salary (excluding HRA). Employer and Employee part of the contribution forms part of your salary structure and is payable as per Employees Provident Fund Act, 1952.

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

M0249123

Confidential

Access Healthcare Services Pvt. Ltd  
 CIN: U74220TN2011PTCO78925  
 Registered Office: Kocher Technology Park, SP-31 A,  
 3rd Floor, Ambattur Industrial Estate,  
 Chennai - 600053, Tamil Nadu, INDIA  
 Phone: +91 44 43108980/81/82,  
 Website: www.accesshealthcare.com

Head Quarters  
 # A9, First Main Road, Ambattur Industrial  
 Estate, Ambattur, Chennai - 600 058  
 Tamil Nadu, INDIA  
 Phone: +91 44 42176086





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

CIN No: U74999KL2004PTCO16993

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

July 9, 2023

**M.Kavipriya**

Subject: Offer of Employment

**Dear Kavipriya,**

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

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

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

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

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

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

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

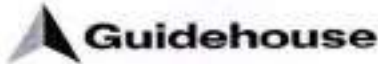
You will also execute a Service, Non-Disclosure and Confidentiality Agreement as applicable to employees of your category, from time to time which aims to protect the intellectual property right and business.

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

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

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





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

CIN No: U74999KL2004PTCO16093

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

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

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

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

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

Sincerely yours,

Saji Zacharia,  
Director-HR

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



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

CIN No: U74999KL2004PTCO16993

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

July 9, 2023

**A.Kavitha**

Subject: Offer of Employment

**Dear Kavitha,**

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

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

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

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

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

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

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

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

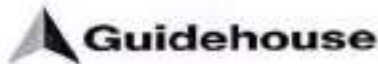
At the time of your joining kindly bring the following original documents for verification along with a photocopy, which would be retained for our record.

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

*B. Kalpana*  
PRINCIPAL

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





GUIDEHOUSE INDIA PRIVATE LIMITED  
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CIN No: U74999KL2004PTCO16993

Regd. Office 3<sup>rd</sup> Floor, Bhavani Building, Phase 1, Technopark, Trivandrum-685581, Kerala, India Phone: +91-471-2700680

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

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

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

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

Sincerely yours,

Saji Zacharia,  
Director-HR

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

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Ernst & Young LLP  
11th to 17th Floor, The Ruby  
28, Senapati Bapat Marg  
Dadar (West)  
Mumbai - 400 028, India  
Phone: +91 22 5152 0000  
Fax: +91 22 5152 1000

26 July 2023

Ms. Kaviya Elumalai  
11/467 4th Street, Ester Garden, Madampakkam,  
600126

## Your appointment as Analyst in Technology Consulting

Dear Kaviya,

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

Ernst & Young LLP, a Limited Liability Partnership with LLP Identity No. AAB-4347  
A member firm of Ernst & Young Global Limited, Regd. Office: 22 Cannon Street, 3rd Floor, Stock G, Kolkata - 700 016

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





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

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

Yours sincerely,

For Ernst & Young LLP

Anshula Verma

Authorised Signatory

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

Signature

Date

14-8-23


Kavya Elumalai

B. Kalpana  
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:	2,63,200	
House Rent Allowance:	1,26,800	
Special Allowance:		
Conveyance Allowance:	39,600	
<b>(B) Other Perquisites</b>	<b>30,600</b>	
Firm's Contribution to Provident Fund:	30,364	
Year End Ex-Gratia	218	
<b>(C) Annual Fixed Compensation (A+B)</b>	<b>4,50,008</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>	<b>Min. 0%</b>	<b>Max. 12%</b>
	0	54,000
<b>Annual total earning potential (E+F)</b>	<b>4,82,173</b>	<b>5,36,173</b>

  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
 GOWRIYAKKAM, CHENNAI 600 074